

TRANSCRIPT REQUEST FORM

[Former MIHS Students]

To request a transcript, please follow the procedure below:

- 1) Complete form below. Please print clearly
- 2) Indicate whether **OFFICIAL** (for admission to school) or **UNOFFICIAL** (to be used as working copy, for job application, etc.) is needed.
- 3) Mail or bring this form to: MIHS [Attn. Registrar] 9100 SE 42nd St. Mercer Island, WA 98040
 - Only student, parent, or legal guardian may pick up a transcript. Identification will be required.
 - Transcripts will not be issued until all outstanding accounts with the school are paid; e.g. fines, library or athletic fees, uniforms.
 - Please allow one week for processing. Requests made during the months of July and August may take longer.

Fees:

Each transcript (official or unofficial) \$ 5.00
Letter of Recommendation: \$25.00

**MERCER ISLAND HIGH SCHOOL
TRANSCRIPT REQUEST**

**Please indicate how many copies
of each transcript:**

Will pick up at Registrars Office: _____
Send directly to institution: _____

Official Transcript: _____
Unofficial Transcript: _____

Last Name First Name M.I.

Maiden Name

Present Mailing Address

Grad Year at MIHS

City State Zip

Birthdate Phone

PLEASE SEND MY TRANSCRIPT TO:

Institution Name

Student's Signature

Address

Date

City State Zip

Date Received: _____

Amount Paid: _____