

# 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 42<sup>nd</sup> 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 [Exact change or Check please]

Letter of Recommendation:

\$25.00

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### MERCER ISLAND HIGH SCHOOL TRANSCRIPT REQUEST

Please indicate how many copies  
of each transcript:

Will pick up at Registrars Office: \_\_\_\_\_

Official Transcript: \_\_\_\_\_

Send directly to institution: \_\_\_\_\_

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: \_\_\_\_\_