



Appleton East High School Transcript Request Form

Please complete this brief transcript request form and provide the guidance office a stamped envelope with your name in the upper left corner and the name and address of the college you are submitting your transcript to. Please note that after receiving both this completed form and envelope processing time may take up to 5 business days. **Students that graduated more than 5 years ago** may request a transcript (\$5.00 fee per transcript) from the Attendance and Transportation Department at 920 832-6116 or write to: Facilities and Operations Building, Attention: Attendance and Enrollment, 120 East Harris Sreet Appleton, WI 54911

First Name: _____ Last Name: _____

Student ID: _____ Grade: 9 10 11 12 Graduation Year: _____
(please circle)

Email: _____ Birth date: ___/___/___ Graduate, please list the year: _____

Reason Requesting Transcript

College/University: College # 1: _____
College # 2: _____
College # 3: _____

Employment Scholarship: _____ Other

Total needed: _____

Include ACT on Transcript

Please indicate if you would like your ACT test score included on your transcript.

Yes No if yes, which ACT test date: _____ ACT Score: _____

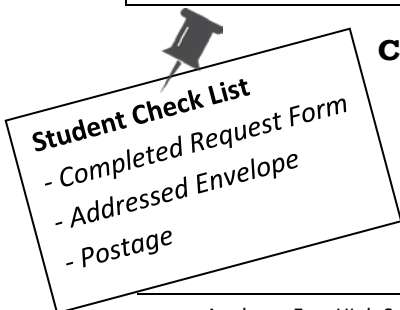
Permission to Release Transcript

I give permission for Appleton East High School to release my transcript to colleges or universities for the purpose of admission or consider for academic or athletic scholarships. I also grant permission to release my transcript for other possible scholarship opportunities.

Students Signature: _____

Student Printed Name: _____

Parent/Guardian Signature (if student is under 18): _____



- Costs:**
- Current Students: \$0.00 + stamped envelope
 - Graduates: \$5.00

Office Use Only

Date Received: _____

Date Mailed: _____

Date Returned to Student: _____