



FAIRFIELD HIGH SCHOOL TRANSCRIPT REQUEST FORM

8800 HOLDEN BLVD
FAIRFIELD, OH 45014

513-942-2999 (phone)
513-942-3288 (fax)

OFFICE USE ONLY: Do not write in this box.

Student Name: _____

Date Processed/Sent: _____

Date of Request:	Year of Graduation:	A \$2 fee per transcript is required prior to release. Cash/Check accepted. \$5 min if using Credit Card.
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PLEASE PRINT LEGIBLY. Insufficient and/or inaccurate information on the form may delay or prevent the request from being processed. Not responsible for transcripts lost and/or misplaced by recipient and/or mail.

STUDENT INFORMATION: Please use **LEGAL NAME** that you were registered under as a student.

NAME (Last, First, Middle):	Current/Married Name (if applicable):	DATE OF BIRTH: / /	
CURRENT STREET ADDRESS:	CITY:	STATE:	ZIP:
PHONE NUMBER: ()	DATE OF WITHDRAWAL/TRANSFER: *if you did NOT graduate with a diploma from FHS.		

DESTINATION: Who/where do you want the transcript to go. Please use **SEPARATE** page for **EACH** request.

RECIPIENT (Who is the transcript is going to? Name of school/college/university, employer, etc.):	PHONE NUMBER: ()		
ADDRESS:	CITY:	STATE:	ZIP:

OFFICIAL TRANSCRIPT: A certified statement of your academic record, verifying your work completed at Fairfield High School. Contents are sealed. Name appears on official transcript as it appears on your school record. We CAN NOT change your name.

Please send _____ OFFICIAL Transcript(s) to the entity named above.

UNOFFICIAL TRANSCRIPT: A "copy" of your academic record/work completed at Fairfield High School. Name appears on unofficial transcript as it appears on your school record. We CAN NOT change your name.

Please send _____ UNOFFICIAL Transcript(s) to the entity named above.

Please note: most entities requesting transcripts (school/college/university, NCAA eligibility, employer, etc.) will **ONLY ACCEPT OFFICIAL TRANSCRIPTS**. Please make sure to verify what type of transcript is needed with the person receiving the information. FHS is not responsible for resending a transcript if the wrong type is requested.

AUTHORIZATION:

STUDENT SIGNATURE: (Required)

Processing Time: 5-7 business days once received.

IF YOU HAVE OUTSTANDING FEES ON YOUR ACCOUNT, TRANSCRIPT REQUESTS WILL BE PLACED ON HOLD UNTIL THE FINANCIAL OBLIGATION HAS BEEN MET.