



REQUEST FOR HIGH SCHOOL TRANSCRIPT

Please fill in form COMPLETELY.

DATE: _____

ATTENTION: STUDENT RECORDS DEPARTMENT

I hereby give permission to release information from the file of:

FIRST NAME	MIDDLE:	LAST:	MAIDEN:
FULL ADDRESS			
CITY:	STATE:	ZIP CODE:	
SOCIAL SECURITY NUMBER OR UNOH STUDENT ID#:	BIRTHDATE:	CLASS OF:	

NAME OF HIGH SCHOOL:	NAME OF CAREER CENTER:	
SCHOOL ADDRESS:		
CITY:	STATE:	ZIP:

X _____

SIGNATURE ___Student ___Parent ___Guardian (Authorized signature valid for 18 months and is valid for Preliminary and Final Transcript)

Please send Pre-Graduation transcripts to:
 UNIVERSITY OF NORTHWESTERN OHIO
 ATTN: NEW STUDENT SERVICES
 1441 N. CABLE RD.
 LIMA, OH 45805

Please MAIL Final transcripts (after graduation) to:
 UNIVERSITY OF NORTHWESTERN OHIO
 ATTN: REGISTRAR
 1441 N. CABLE RD.
 LIMA, OH 45805

ATTACH THIS FORM WITH TRANSCRIPT

OFFICE USE ONLY

Student #: _____ Starting Date: _____ HS#: _____

Attention School Official:

If the student is not yet a graduate, a preliminary transcript does not need to be official. It can be hand delivered, faxed (to 419-998-3118), or sent by mail.

Upon graduation, a final and official transcript is required.

In order for the University of Northwestern Ohio to consider the student's transcript official, the following information must be included:

- Date of Graduation
- Signature of School Official
- Rank of Student
- Imprint/Raised Seal
- Cumulative GPA

If your school does not have a raised seal or does not rank students, it must be noted on the transcript by the school official.

The final/official transcript must be sent directly from the high school to the University of Northwestern Ohio. Hand delivered or faxed transcripts are not recognized as official.

If your school requires an additional release or payment (UNOH does not pay transcript fees), please contact the Registrar's Office.

Thank you for your cooperation!

If you have any questions, please contact the Registrar's Office by phone, 419-998-3193, or email advisor@unoh.edu.