



## 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 FAX OR MAIL Preliminary transcripts to:  
 FAX: (419) 998-3118  
 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.

Thank you for your cooperation!

If you have any questions, please contact the Registrar's Office at 419-998-3193.