



## 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#: \_\_\_\_\_

**See reverse side for important details**

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, or sent by mail.

Upon graduation, a final and official transcript is required.

In order to consider the student's final transcript official, the University of Northwestern Ohio must receive it via first class mail or an accepted third party electronic vendor such as Parchment, Scribbles, or National Student Clearinghouse. The final official transcript must include the following information:

- 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.**

This transcript must be sent directly from the high school to the University of Northwestern Ohio. Hand-delivered, emailed, or faxed transcripts are NOT recognized as official.

Thank you for your cooperation!

### **OBTAINING OFFICIAL GED TRANSCRIPTS**

Transcripts (test scores) can be found on the following website:

[www.gedtestingservice.com](http://www.gedtestingservice.com)

- Select "Get Your Transcript"
- Select "Ohio"
- Create Account
- Select appropriate documents

To send transcripts electronically, please send to [advisor@unoh.edu](mailto:advisor@unoh.edu).

To send transcripts by mail, please mail to the following address:

1441 North Cable Road  
Lima, OH 45805  
Attn: Registrar's Office

If you choose to bring transcripts in, please bring in original transcripts (test scores) to the Registrar's Office.

**UNOH will not request transcripts/certificates on applicant's behalf.**