

# UPSON – LEE HIGH SCHOOL TRANSCRIPT REQUEST FORM

<b>STUDENT NAME</b>			
(LAST)	(FIRST)	(MIDDLE)	
<b>CURRENT GRADE: (CIRCLE ONE)</b> N/A    9    10    11    12		<b>GRADUATION YEAR: (MANDATORY)</b>	
<b>TODAY'S DATE</b>	<b># OF TRANSCRIPTS</b>	<b>OFFICIAL</b> YES    NO	<b>DELIVERY (CIRCLE ONE)</b> PICKUP / MAILED OR GORDON DUAL ENROLLMENT (EMAIL)
<b>ULHS WILL NOT MAIL A TRANSCRIPT UNLESS A STAMPED ENVELOPE IS PROVIDED</b>			
<b>STAMPED ENVELOPE ATTACHED:</b> <input type="checkbox"/>		<b>STREET ADDRESS</b>	
<b>PLEASE MAIL TO:</b>			
<b>COLLEGE NAME</b>		<b>CITY, STATE, ZIP</b>	
I give Upson-Lee High School permission to release all grades and test scores to the above-mentioned institution(s). In addition, I understand that a processing fee of \$2.00 per transcript will be charged for all Graduated students as well as for current students requesting more than 10 transcripts during the school year.			
<b>STUDENT SIGNATURE (18 OR OLDER)</b>		<b>PARENT SIGNATURE (UNDER 18)</b>	
<b>OFFICE USE ONLY</b> Infinite Campus Date			