

HIGH SCHOOL TRANSCRIPT REQUEST FORM

Please complete the following questions and submit by mail, email or fax to the address listed below. ***The graduates signature is required for processing.*** Allow up to 1 week for processing during September 1st – June 1st. Transcripts requested June – August are processed throughout the summer when staff is available. We will only send “official” transcripts to colleges and employers. *Please be advised that many colleges take up to 4 weeks to process transcripts.*

If you attended White Lake Area Community Education to finish high school, please contact them directly at 231-766-3001 to obtain your high school transcript.

Name: _____ Maiden Name: _____

Graduation Year (*required*): _____ Phone (*required*): _____

Did you attend White Lake Area Community Education/Alt Ed (Circle one): Yes No

Signature (*required*): _____

Please send transcript to the following college or business:

College/Company Name: _____

College/Company Address: _____

College/Company City, State, Zip: _____

Company fax #: _____

Please fax this completed and signed request to 231-893-2923

or e-mail request to carriejensen@whitehallschools.net

or mail request to: Whitehall High School
Student Services-Transcript Request
3100 White Lake Drive
Whitehall, MI 49461