



# UNIVERSITY PREP

## TRANSCRIPT REQUEST FORM (alumni)

In order to release a student transcript, it is University Prep policy to have appropriate permission on file. Please complete this form, and return it to our registrar by drop-off, postal mail, email or fax at 206.525.9659.

Student \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ High School Graduation Year \_\_\_\_\_

I hereby give permission for my transcript to be released.

Signature: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**Requesting:** Quantity \_\_\_\_\_ Official Transcript(s) – signed and sealed envelope

Quantity \_\_\_\_\_ Unofficial Transcript(s) – unsigned and unsealed envelope

### Transcript(s) should be released in the following manner (check one):

\_\_\_\_\_ Held in University Prep's main office for pickup

\_\_\_\_\_ Mailed to home address above, or fax: Attn \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_ Mailed to school address below, or fax: Attn \_\_\_\_\_ Fax # \_\_\_\_\_

Institution #1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Institution #2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received \_\_\_\_\_