

# Transcript Request Form

\*Each college application requires a separate form.

\*Please allow 7 days for the information to be sent.

**A standard \$3 transcript fee is charged for each transcript sent.**

**Cash or Check Only, made out to TAHS**

**No Credit or Debit Cards Accepted**

(Current students do not need to submit payment for transcript requests.)

The guidance department accepts faxed or mailed requests.

**We do not accept Parchment transcript requests.**

**Please mail or fax completed transcript request form to:**

**Tamaqua Area High School**

**Guidance Office**

**PO Box 112**

**Tamaqua, PA 18252**

**Phone - 570-668-2570**

**Fax - 570-668-2970**

# Transcript Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
(print)

Maiden Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

University/College Name: \_\_\_\_\_

College Address: \_\_\_\_\_  
(Or home Address) \_\_\_\_\_  
\_\_\_\_\_

Deadline Date: \_\_\_\_\_  
(if applicable)

**Test information on Transcript (check one):**

\_\_\_\_ Include my SAT scores with transcript.

I give the Guidance Office permission to send my high school transcript.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent Signature  
(if student is younger than 18 years old)