

FORMER STUDENT TRANSCRIPT REQUEST

Instructions: Complete this form with all applicable information. **Fee payment** and **student signature** are both **required** at time of ordering official transcript(s). Please complete this form in its entirety and be sure to provide **accurate** address information for each destination.

Official transcript fee: \$2.00 per copy. Cash or check accepted, payable to Emmaus High School.

Please print or type:

Name at time of attendance:	Dates of attendance:	Date of birth:
Any previous names (if applicable)		Did you graduate?
Phone number where you can be reached:		

Name & Address(es) for official transcript(s) mailing:

1.	2.
3.	4.

Total number of Transcripts: _____

Total payment enclosed: _____

Student Signature (required)

Date

Approximate Processing Timeframe: 7 to 10 School days (from day received)
Longer processing times may occur during the months of:
March, August, September, December
(due to high volume of requests)