



East High School

840 South 1300 East
Salt Lake City, UT 84106
phone: 801.583.1661

OFFICIAL TRANSCRIPT REQUEST IMPORTANT INFORMATION

Please read the following information to help minimize questions and issues related to submitting this form. Thank you for your time. Page 2 of this document is the Official Transcript Request Form.



When completing the Official Transcript Request Form, please note that the following items are **REQUIRED** for us to process your request:

- Grade or Graduation Year
- Name (Last, First and Middle)
- Date of Birth
- Total Number of Transcript(s) Ordered
- Purpose of Transcript
- Identifying the location to send Transcript(s)
- Student Signature (digital / handwritten)
- Signature date

Completed and signed* Transcript Request Forms can be sent via fax, US Mail, or scanned (*or snap a picture with your phone*) and emailed. *Emailing the request form will expedite the process.*

*The current/past student is required to sign, as the requester, if age 18 or older. If the current/past student is a minor, either the student or parent/guardian may sign.

If you have further trouble we suggest that you either bring the document to East's Registrar Office in person or mail it Attn: Caitlin Hogensen, Registrar.

THANK YOU AND HAVE A GREAT DAY!

GO LEOPARDS!

The Salt Lake City School District prohibits discrimination based on age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation.

East High School • 840 South 1300 East • Salt Lake City, Utah 84102 • Phone: 801-583-1661 ext. 2305 • Fax: 801-481-4922

Send Completed Forms to: Caitlin.Hogensen@slcschools.org

STUDENT INFORMATION

Please print all information clearly

Name: _____ Date of Request: _____

Last First Middle Initial
mm/dd/yyyy

Student ID/Number: _____ Date of Birth: _____ Phone #: _____

Email Address (optional): _____ Please send me a confirmation email, once sent

Currently Attending East, Grade (circle): **9th** **10th** **11th** **12th** I am an East High Graduate, Class of _____

I attended year (s): _____ to _____, but am NOT a East High Graduate

PURPOSE OF TRANSCRIPT

Admission to college / university Personal use (Official) Athletic purposes

Scholarship Application Personal use (Un-official) Other*: _____

Please include ACT/SAT scores with transcript

- ◆ If checking the ACT/SAT option, please ensure that the organization you are applying to requires these test scores to be official and sent by ACT or College Board.
- ◆ If so, please request official scores actstudent.org or sat.collegeboard.org
- ◆ AP scores can be ordered from collegeboard.org

SEND OFFICIAL TRANSCRIPT TO

All official transcript are sent via USPS, unless otherwise noted. It is NOT necessary to provide a mailing address for Utah colleges/universities listed here.

<input type="checkbox"/> University of Utah <input type="checkbox"/> Brigham Young University <small>(Provo, Idaho, Hawaii)</small> <input type="checkbox"/> Weber State University <input type="checkbox"/> Utah State University <input type="checkbox"/> Westminster College	<input type="checkbox"/> Salt Lake Community College <input type="checkbox"/> Utah Valley University <input type="checkbox"/> Southern Utah University <input type="checkbox"/> Snow College <input type="checkbox"/> Utah State University Eastern	<input type="checkbox"/> Dixie State College of Utah <input type="checkbox"/> LDS Business College <input type="checkbox"/> Stevens-Henager College <input type="checkbox"/> Regents' Scholarship Program <input type="checkbox"/> NCAA Clearinghouse <input type="checkbox"/> Other *
--	---	---

* Other:

Please list additional colleges and their addresses on the back of this form or on an additional request form.

Organization /Educational Institution: _____

To the Attention of (Person/Dept.): _____

Email (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

TOTAL NUMBER OF TRANSCRIPTS REQUESTED:

To request special program transcripts or additional test scores such as AP, ACT, or SAT— visit our webpage for info:

<http://east.slcschools.org/students/Student-Records.php>

All requests must be completed, signed and dated to be processed. Mail, Fax, or Email your requests Attn: Caitlin Hogensen, Registrar

PLEASE ALLOW 1 WEEK FOR PROCESSING.

Will pick up in person (Official transcript in sealed envelope).

Please mail by deadline of: _____

I have given my counselor additional application forms which needs to accompany this transcript.

By signing below, I hereby give my consent to East High School to release my (or my minor student's) educational records, protected under the Family Educational Rights and Privacy Act (FERPA) to the institutions listed on this form.

Requestor (Print Name): _____ Relationship to student: _____

Requestor's Signature: _____ Date: _____

OFFICE USE ONLY:

Received: Processed: Initials: