

FRANCIS HOWELL CENTRAL HIGH SCHOOL  
TRANSCRIPT REQUEST

Transcripts will have a 48 hour turn around. Please allow ten business days in the mail after we receive this form.

Please complete form, sign and **fax** to Francis Howell Central High School @ 636-851-4113 or **mail** to Francis Howell Central High School, ATTN: Guidance Office, 5199 Highway N, Cottleville, MO 63304.

There is no charge for transcripts. If you have any questions, please contact the Guidance Office at 636-851-4668.

Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Your current phone number: \_\_\_\_\_

Send **Official Copy** to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

If student is 18 or over, it must be requested by student. Parents may no longer make requests.



**Office Use Only**

Date Received \_\_\_\_\_ Date Sent: \_\_\_\_\_