

FRANCIS HOWELL CENTRAL HIGH SCHOOL

TRANSCRIPT REQUEST

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

Please fill out form, sign and **fax** to Francis Howell Central High School at 636-851-4113 or **mail** to Francis Howell Central High School ATTN: Guidance Office 5199 Highway N. Saint Charles, MO 63304

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

Name: _____

Maiden Name: _____

Year of Graduation: _____

Date of Birth: _____

Your current phone number _____

Send **Official Copy** to: _____

Address: _____

Or you may request an UNOFFICIAL copy to be mailed to your home address. A student cannot receive an official copy.

Signature: _____

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

Office Use Only

Date Received: _____ Date Sent: _____