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TRANSCRIPT REQUEST

Messmer High School requires a \$2.00 payment for each transcript requested. Requests for transcripts can be made via U.S. mail, fax, E-mail, or by filling out this form in person at the school. The \$2.00 fee can be mailed to Messmer High School, or paid in person if you are picking up the transcript at the school.

For a graduation date of 2003 or more recently, a minimum of one business day is required to process requests. For a graduation date of 2002 or before, transcripts are processed on Tuesdays and Fridays.

Date: _____

Name: _____

Name while in High School (Maiden Name): _____

Current Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Year of Graduation: _____

Years of Attendance (non-graduates): _____

Mail Transcripts Fax Transcripts Pick up at School

Attn: _____ Attn: _____ Date: _____

Address: _____ Fax: _____ Time: _____

City: _____

State: _____ Zip: _____

Signature: _____