

WGHS TRANSCRIPT REQUEST FORM

****Please complete sections #1-6 of the form. Any omissions may cause a delay in processing.**

**Transcript must be picked up from the front office and mailed by the student!*

Please allow a minimum of two (2) school days for processing.

1. Student Name _____

Please print FULL LEGAL NAME

2. Student # _____

3. Grade _____

4. Date Submitted _____

5. Total fee collected \$ _____

**\$3 per transcript must be attached!*

**NO CHECKS AND EXACT CHANGE MUST*

6. Please read carefully and complete each section as necessary.

BE GIVEN!

Official Transcript

(Name of colleges/universities MUST be given or the request will NOT be processed.)

Number Requested _____

- Will be Signed, Stamped & Sealed
- Must remain sealed to remain official
- Used for College Admission
- Student responsible for delivery to college/university
- **If needed for scholarship, the name of the scholarship must be given to verify

I am requesting official transcripts for admissions consideration at the following schools:

1. _____

2. _____

3. _____

**Official transcripts may not be copied. Each one must be processed and individually sealed.*

Unofficial Transcript

*****NEW-AS of 12/1/2017** Students may print their own **UNOFFICIAL TRANSCRIPTS** from their Infinite Campus accounts for **FREE**. See front office for more details.

Number Requested _____

- Not Signed, Stamped or Sealed
- **STUDENT MAY MAKE COPIES**
- Insurance, Scholarships, Athletics
- Student responsible for delivery to insurance co. scholarship sponsor, athletic program, etc.

I am requesting unofficial transcripts for the following needs:

____ Insurance

____ Scholarship

____ Athletics

____ Other: _____

**Unofficial transcripts may be copied and distributed to multiple organizations by the student.*

This form should be used by current WGHS students and WGHS graduates within 6 mos. post-graduation.

Graduates (6 mos. post-graduation and beyond) contact the WCPS BOE for records at: <http://www.walton.k12.ga.us/transcript.html>