



## Transcript Request Form

If you attended or graduated from a Hazelwood School District school, a request for your transcript must be submitted in writing. Please complete this form and return it to the school that you attended. There is a fee of **\$5.00 per transcript** for any person who is not currently enrolled in the district.

(Please allow three business days for processing.)

**Please list your EXACT name as it was when you last attended Hazelwood School District:**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

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

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

Name of last Hazelwood school attended \_\_\_\_\_

Student ID Number (if applicable) \_\_\_\_\_ Current Grade (if applicable) \_\_\_\_\_

Current Phone Number \_\_\_\_\_

Current Home Address \_\_\_\_\_

Year graduated or withdrew from Hazelwood School District \_\_\_\_\_

**List the address where you want your transcript sent (*one request per form*). Please Note: *Transcripts cannot be faxed.***

Name of Institution/School/Facility \_\_\_\_\_

Complete Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Type of Copy: (check one) \_\_\_\_\_ Official \_\_\_\_\_ Unofficial Copy

\_\_\_\_\_ Check here if you will pick up the transcript

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent signature if student is under 18)