

Request for an Official Transcript

For graduates/students transferred out only
-Current students should request transcripts from the High School Office-

To request an official transcript: mail, fax, or email the completed form using one of the methods below.

USD #403
PO Box 227
Otis, KS 67565

Fax Number: (785) 387-2203

Email: ochsc@usd403.org

This form must contain an *original signature*. (No fee required)

TRANSCRIPT REQUEST FORM (Please Print)

Last Name First Name Middle Initial

Your Mailing Address City State Zip Code

Last Name in High School (If different than above) Daytime Phone Number

_____/_____/_____
Date of birth (Required)

Which school did you graduate? _____ Otis-Bison High School What year? _____
_____ Otis-Bison Academy/SouthWinds What year? _____

If you did not graduate, what month/year did you last attend? _____

Instructions: Circle the method you want the transcript sent and complete the information necessary to send

Mail transcript via USPS to:

Email transcript to:

Fax transcript to:

Name: _____

Attn to: _____

Attn to: _____

Street/PO: _____

Email: _____

Fax #: _____

City: _____

State: _____

Zip Code: _____

Or if you arrange to receive the transcript in person:

_____ Transcripts will be picked up by: _____ Self or Designee _____
(Name of person allowed to pick up)

Your Signature: _____

Date: _____

Questions? Call: (785) 387-2201