## **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 Fax Number: (785) 387-2203 Email: ochsc@usd403.org Otis, KS 67565 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 Zip Code State Last Name in High School (If different than above) Daytime Phone Number \_\_\_\_/\_\_\_/ Date of birth (Required) \_\_\_\_Otis-Bison High School What year?\_\_\_\_\_ Which school did you graduate? 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: Attn to: Attn to: Name: 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 \_\_\_\_\_

Questions? Call: (785) 387-2201

Your Signature: \_\_\_\_\_

(Name of person allowed to pick up)

Date: \_\_\_\_\_