



Buckeye Central High School

Transcript Request Form

*** Requests for an Official Academic Transcript **MUST BE SIGNED** prior to processing. Requests **WILL NOT BE PROCESSED** if the form is incomplete.

*** Transcripts are processed within two (2) business days.

*** Official Transcripts given directly to a student are required to be in a sealed envelope.

***Turn in your completed request to the school counseling office.

FERPA Notice: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

A high school student may request an unofficial transcript at any time. Any official transcript requires a signed release from a parent/guardian if the student is 17 or younger. Students 18 or older must sign their own release; legally, a parent may NOT do so.

Questions, please call the School Counseling Office at 419-492-1021.

Please PRINT and complete the following information.

Full Name (First, Middle Initial Last) _____

Phone Number _____ Birth Date _____ - _____ - _____
Month- Day- Year

Home Address _____
Street City State Zip

Graduation Year _____

Parent's Signature (Mandatory for transcript release if the student is 17 or younger) _____

Student's Signature (Mandatory for transcript release if student is 18 or older) _____

Mail or Fax Official Transcript To: (For additional mailing addresses use back of this form)

Name/Organization: _____
(College, University, etc.)

Complete Address: _____

City, State, Zip: _____

Fax# for Undergraduate Admissions Office _____

Office Use Only: Date received _____ Date Processed _____ Processed by _____