

Official Transcript Release Request

If you would like to request official or unofficial copies of your Bear Creek transcripts, please complete the following request form and mail to:

Registrar
The Bear Creek School
8905 208th Ave NE
Redmond, WA 98053



You may also print this form, fill out the information, sign it, scan, and email it to the Registrar at registrar@tbc.org.

Student Name _____ **Graduation Year** _____
Please print legibly.

Signature (required) _____

Email _____ or **Phone** _____

1. Preparation of _____ (number) official transcript(s) for pick up at in the main office. Student will be responsible for mailing/delivering the transcript to the college or university.
2. Also, please include an **unofficial** copy for review. Yes No
3. Fill out addresses **only** if you want a copy of your transcript be **mailed** by the Registrar directly to the following colleges and universities:

College/University: _____
Mailing Address: _____

College/University: _____
Mailing Address: _____

4. Student Address (if you would like the unofficial transcript mailed to you):

Please allow three (3) school days to process this transcript request. Completed requests will be available for pick-up in the main office at school.

For Office use:

Transcript Request Received	Date: _____	Registrar's Initials
Transcript Mailed	Date: _____	
Transcript Available for Pick Up	Date: _____	