



ALUMNI TRANSCRIPT REQUEST

Saint Xavier alumni may request a transcript by downloading this form, completing the information below and faxing or mailing the completed, signed form and \$3.00 per transcript to the school at the address below. Please allow three to five business days for your transcript request to be processed and transcript to be issued or mailed.

Two types of transcripts are available:

- 1) An **OFFICIAL** transcript includes an administrator's original signature and the school seal. **OFFICIAL TRANSCRIPTS CANNOT BE MAILED DIRECTLY TO A GRADUATE.** Official transcripts must be sent directly to the college or business requesting the transcript; you must provide the institution's complete mailing address below.
- 2) An **UNOFFICIAL** transcript **does not** include an administrator's signature or the stamped school seal. Unofficial transcripts can be issued directly to the graduate.

REQUEST FOR ALUMNUS TRANSCRIPT

-Please provide all information as indicated below-

Graduate's Last Name (PRINT)	First	Middle	Year of Graduation
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Graduate's Current Mailing Address (PRINT)	City	State	Zip
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Phone number: _____ - _____ - _____

UNOFFICIAL Transcript to be issued to Graduate
 _____ Mail to address above

OFFICIAL Transcript to be issued to:

_____ Mail to:

 Name of school/business/institution (PRINT)

 Name (Print)

 Attention (Name or Office)

 Street Address

 Street Address

 City State Zip

 City State Zip

Mail completed form and \$3.00 per Transcript to:
 Saint Xavier High School
 Attention: Jayne Zimmerman-Assistant Registrar
 600 W. North Bend Road
 Cincinnati, OH 45224