



Maryville High School

825 Lawrence Avenue • Maryville, Tennessee 37803
(865) 982-1132 • Fax (865) 983-1440

TRANSCRIPT REQUEST FORM

NOTE: A transcript is not considered "Official" unless it is sent directly from Maryville High School. Many companies, organizations and institutions prefer electronic (*email and fax in pdf format*) submissions.

Name (<i>if you are a graduate, please list your name at the time of graduation</i>)	
Year of Graduation from MHS	
Company, Organization, Institution where transcript is to be sent	
Transcript is to be sent: choose one: <input type="checkbox"/> by regular mail: (<i>PRINT complete address</i>) <input type="checkbox"/> by fax: (<i>include area code</i>) <input type="checkbox"/> by email: (<i>print clearly</i>)	
Last 4 #'s ONLY of Social Security Number	
Date of Birth	
Contact Information (<i>if we have questions</i>): choose one or both: <input type="checkbox"/> Phone Number <input type="checkbox"/> Email	

_____ **Signature**

____/____/____ **Date**

Please print this form and mail it along with a check for \$3.00 to the address below (online payment option coming soon):

Maryville High School
Transcript Requests
825 Lawrence Avenue
Maryville, TN 37803

MHS OFFICE USE ONLY:
Date Sent _____/_____/_____
Sent By: _____