



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 (*emailed PDF*) submissions and will accept those from Maryville High School.

Name (please list your name at the time of graduation or enrollment)	
Year of Graduation or years of enrollment	
Company, Organization, Institution where transcript is to be sent Transcript is to be sent directly to institution: Choose all that apply (submit \$3.00 each): <input type="checkbox"/> \$3.00 - by regular mail to institution: (PRINT complete address) <input type="checkbox"/> \$3.00 - by fax to institution: (include area code) <input type="checkbox"/> \$3.00 - by email to institution: (print clearly) <input type="checkbox"/> Graduate will pick up at front office - \$3.00 each X _____ (copies) = \$ _____ (total)	
Last 4 #'s ONLY of Social Security Number	
Date of Birth	
Your contact information (this will be used if we have questions and need to contact you): <input type="checkbox"/> Phone Number <input type="checkbox"/> Email	

SIGNATURE (required before MHS can release transcript)

____/____/____
Date

Please print this form and mail it along with a check or money order to the address below.

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

MHS OFFICE USE ONLY:

Date Sent _____/_____/_____

Sent By: _____