



OFFICIAL TRANSCRIPT REQUEST FORM—CURRENT STUDENTS ONLY

Woods Cross High School

600 West 2200 South

Woods Cross, UT 84087

Phone: (801) 402-4507 Email: jhewitson@dsdmail.net

Fax: (801) 402-4513

PLEASE PRINT CLEARLY

Date: _____ Date of Birth: _____

Name: _____

Student #: _____ Grade: _____

- AP, ACT, & SAT scores will be included on your transcripts
- All requests **MUST** be completed, signed, and returned to registrar either in person or by emailing to jhewitson@dsdmail.net. **Transcripts requested after 1:00 PM will be processed the following business day**
- Concurrent enrollment (CE) credit **MUST** be requested through the university granting the credit. This will **NOT** be on your WXHS transcript
- Include mailing addresses for colleges/universities not on the list (see below)

WXHS ALUMNI & BUSINESS AFFILIATES:

Transcripts for WXHS students can be requested online through Parchment at <https://www.parchment.com/u/registration/24347/account>.

Fees apply.

Please Indicate:

Date transcript to be sent _____

Transcript will be picked up in person

Purpose of Transcript:

Admission/Scholarship (Official)

Personal use (Unofficial)

Email Transcript To:

Dixie State University

Ensign College

Salt Lake Community College

Snow College

Utah State University

Utah Valley University

Weber State University

Westminster

Other* (see section at bottom of page)

Brigham Young University	You will provide your SSID (not student #). BYU will pull your transcript from state records.
Southern Utah University	A SENDU code & form will be provided upon application completion. Bring this to WX registrar.
University of Utah	Transcripts will be uploaded by your counselor through Common App

OPPORTUNITY SCHOLARSHIP: The information provided when completing the form will allow the scholarship office to retrieve your transcript automatically.

***Other** (to be completed **ONLY** for schools not listed above)

College/University: _____

Contact Person/Department: _____

Address: _____

City: _____ State _____ Zip Code: _____

Official Use Only:

Date Completed: _____ Official Signature: _____