

# Montpelier High School

## Transcript Request Form

If you are requesting a high school transcript from Montpelier High School (MHS), please fill out the information below. Transcripts will not be processed without a Transcript Request Form. It is recommended that you give as much information as possible.

### ***Student Information***

Full name of person requesting transcript:

Former name (if applicable, i.e. maiden name):

Date of Birth:

Daytime Phone Number:

Address:

Did you graduate from MHS:    Yes            No            Year of Graduation from MHS:

Were you enrolled in any special education classes at MHS? If so, please list below:

### ***Transcript Delivery Information***

Name and mailing address where transcript should be sent:

Fax number:

Phone number:

**Once you have completed the Transcript Request Form, please mail, email, or fax to:**

Stephanie Friend, MHS Guidance Counselor

PO Box 193, Montpelier, OH 43543

[sfriend@montpelier-k12.org](mailto:sfriend@montpelier-k12.org)

Fax: 419-485-3487

Phone: 419-485-6700