



DARBY SCHOOL DISTRICT

209 School Drive
Darby, MT 59829

(406) 821-3841 (ph)
(406) 821-4977 (fax)

info@darby.k12.mt.us
www.darby.k12.mt.us

Student Information:

Last Name (the name you used when you graduated from DHS) First Name M.I.

Graduation Year Day Telephone Number Current Name (if different than above)

Address for Transcript Delivery:

Use the space to the right to indicate the mailing address where the transcript should be sent. This address will appear on the outside of the transcript envelope.

Note: You must use separate forms if you wish to send transcripts to more than one location.

Options:

- Pick-up official transcript (sealed in envelope for college) from the office ____ # copies.
- Pick-up unofficial transcript (copy for student) from the office ____ # copies.
- Pick-up copy of immunizations from the office ____ # copies.
- Mail official transcript (sealed in envelope for college) to the address above.
- Mail unofficial transcript (copy for student) to the address listed above.
- Mail copy of immunizations to the address listed above.
- Fax unofficial transcript – fax number: _____
- Fax immunizations – fax number: _____
- Email unofficial transcript – email address: _____
- Email copy of immunizations – Email Address: _____

Signature and Date:

Signature: _____ (date) _____
(Signature must accompany any release of information)

Official transcripts bear the Seal of the Darby School District. Transcripts mailed directly to the student are sealed closed and bear a stamp on the envelope to prevent tampering. Despite the seal being present on the transcript, many institutions will require transcripts to be mailed directly from Darby High School to the institution to ensure authenticity. **Please allow 3 working days to process your request.**

To request by mail: Please mail this form to: Darby High School
Attn: Registrar
209 School Drive
Darby, MT 59829

To request by fax: Please fax this form to (406) 821-4977
To request by email: Please email: hssecretary@darby.k12.mt.us

OFFICE USE ONLY Date Complete: Official initials:
