



CURRENT STUDENTS ONLY

OFFICIAL TRANSCRIPT REQUEST FORM

Davis High School

325 South Main Street, Kaysville, Utah 84037

Phone: (801) 402-8807 Email: cbarber@dsdmail.net



PLEASE PRINT CLEARLY

Date: _____

Name: _____

Student #: _____ Grade: _____

Phone: _____

Birthdate: _____

Graduation Year: _____

METHOD OF RECEIVING TRANSCRIPT:

- MAIL direct to school DEADLINE: _____
- Pick up in person

PURPOSE OF TRANSCRIPT:

- Admission
- Scholarship
- Personal Use

EMAIL TRANSCRIPT TO:

- Davis Tech College
- Ensign College
- Salt Lake Community College
- Snow College
- Southern Utah University
- Utah State University
- Utah Tech University
- Utah Valley University
- Weber State University
- Westminster College
- Other (**Fill out info below**)

BRIGHAM YOUNG UNIVERSITY:

For **initial application**, your transcript is self-reported using your transcript on myDSD.

Once **ACCEPTED**, an official transcript is needed:

- Sent through Parchment.com
- Mailed directly from Davis High
- Mailed or hand delivered by student

UNIVERSITY OF UTAH:

Transcripts will be uploaded by your counselor through the Common App (see your counselor)

- **AP, ACT, and SAT** score will be included with all transcripts.
- All requests **MUST** be completed and signed.
- Official transcripts:
 - Current students: **\$2.00 per copy**
 - Alumni students must request through **Parchment.com**
- Concurrent Enrollment (CE) credit **MUST** be requested through the University the credit was earned.
- Only list addresses for colleges/universities **not** on the list (see right)
- DHS Alumni students **MUST** request transcripts online through **Parchment.com (fees apply)**

I authorize Davis High School to release a copy of my transcripts.

Student Signature: _____

OPPORTUNITY SCHOLARSHIP

All transcripts must be requested through **Parchment.com**

OTHER SCHOOL INFORMATION: (Fill this portion ONLY for schools NOT listed)

College/University: _____

Person/Department: _____

Address: _____

City: _____ State: _____ Zip Code: _____

OFFICIAL USE ONLY: Date Completed _____ Paid _____ Official Signature _____