



Biglerville High School Transcript Request Form

Directions:

Please complete the items listed below. Make sure you have marked whether you are picking up your transcript(s) or if the Guidance Department is to mail it/them. If the Guidance Department is mailing your transcript(s), you will need to include the address(es) where you would like it/them sent. Please keep in mind that if the seal on an envelope containing an official high school transcript is broken, the transcript is no longer considered official. Given the volume of requests that the Guidance Department receives, transcripts typically take two weeks to complete.

In addition to your high school courses, grades, and credits earned, your high school transcript also includes your PSAT, SAT, ACT scores, if applicable. Please remember these scores are not official. Official scores can only be sent by **The CollegeBoard**.

Your Name When You

Were a BHS Student: _____

Date: _____

Number of Transcripts Needed: _____

Year of Graduation _____

or Withdrawal

Date Needed: _____

Your Phone # _____

Transcript

My Name and Mailing Address

_____ I will pick up my transcript.

_____ Mail my transcript to me at my home address.

_____ Mail my transcript to the school(s) and/or business(es) listed below.

Student Signature: _____

Parent Signature: _____

(If student is under 18)

*Name of School _____

Name of School _____

Address: _____

Address: _____

Name of School _____

Name of School _____

Address: _____

Address: _____

*If you need the transcript as part of the application process for a job, please use the above space for the business name and address.