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## OWATONNA SENIOR HIGH SCHOOL

**General information regarding transcript processing:**

- Payment and a signature are required for processing. The fee for each transcript is \$5.00.
- Transcripts will be sent out first class mail within 2-5 days of receiving this request.
- Print out and complete this entire form and mail it along with payment (payment can be made by check or money order made payable to Owatonna High School) to:

**Owatonna High School**  
**Attn: Counseling Department**  
**1455 18th Street SE**  
**Owatonna, MN 55060**

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Name: \_\_\_\_\_

Maiden or Former Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year of Graduation OR Dates of attendance: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**Send Transcript To: (Please Print)**

Institution/Organization: \_\_\_\_\_

Attention: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

***I hereby authorize Owatonna High School to release my transcript to the address listed above.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_