



Former Union Student - Transcript Request Form

Transcript requests will not be accepted over the phone, by fax, or without an accompanying payment. Expect a 48 hour turnaround from the time the transcript request is received in the Registrar's Office. Please plan accordingly.

(Please print legibly)

Date: _____

Grad Year: _____

First Name _____ Middle Name _____ Last Name _____ Maiden Name _____

Date of Birth: _____ Phone # _____

1. Request Type: College/University

College Name: _____

Office of Admissions Address: _____

City _____ State _____ Zip _____

2. Request Type: Personal (This will be mailed directly to you or other place of your choosing. Note: Once the envelope containing the transcript is opened, it is no longer considered an "official transcript".)

Mailing Address: _____

City _____ State _____ Zip _____

Ordering _____ # of personal copies.

Please mail this form, along with payment to: **Registrar**
Union High School
6636 S. Mingo Rd.
Tulsa, OK 74133

All transcripts are **\$2.00 each**. Payment can be made in the form of cash, money order, or check.
(No temporary checks)

Make checks payable to: Union Public Schools

Total # of Requests: _____ x **\$2.00 for each copy** = Total Cost \$ _____