

A District with heart



developing minds

Dayton School District
Official Transcript Request Form

Transcripts must be requested in writing, using this form and can only be requested by the student. Requests can be dropped off, emailed to brittani.wrighthouse@dayton.k12.or.us, mailed or faxed to: 503-864-2273. Please allow at least 2 working days to get transcripts produced and ready for pick-up. If you have any questions, please contact Brittani Wrighthouse at 503.864.2932. Ex 526 (during the summer, please contact Molly Arce at the District Office at 503.864.2215, and allow an extra time for processing).

Today's date: _____

Print Name Person requesting transcript: _____

Signature of Person requesting Transcript: _____

Phone number: _____

Name of student at graduation: _____

Year of graduation (or last date of attendance): _____

Date of birth: _____

Transcripts need to be: Official Unofficial

Please have copy/copies of my transcripts available for me to pick up on _____

Please mail a copy/copies of my transcripts to this address:

Additional addresses: _____

Dayton High School
801 Ferry St.
Dayton, OR 97114
Fax:503.864.2932