

RINGGOLD HIGH SCHOOL
Guidance Department
1 Ram Drive
Monongahela, PA 15063
Phone: 724-258-2207
Fax: 724-258-7289

TRANSCRIPT REQUEST FORM

****PLEASE ALLOW 48 HOURS FOR PROCESSING****

To request a transcript, please complete this form in its entirety and fax or mail to the contact information shown above.

Present Information:

Name: _____ Date of Birth: _____
Address: _____ Phone Number: _____
_____ Email address: _____

Past Information:

Maiden Name (If applicable): _____

School Attended (Check one): ☐ Donora HS Campus ☐ Monongahela HS Campus
☐ Ringgold HS Campus

Graduation year or last year attended: _____

Type of Transcript Being Requested (Check one): ☐ Official ☐ Unofficial

**Please note that official transcripts can only be mailed to schools or agencies; all others, including personal copies, will be stamped unofficial.*

Information Being Mailed or Faxed To:

Name of School or Agency: _____
Attention: _____
Address: _____
_____ Fax Number (If applicable): _____
Email address: _____

Requester's Signature: _____

Date of Request: _____