

TRANSCRIPT REQUEST FORM

INSTRUCTIONS:

- Transcript Requests Forms must be submitted to Mrs. Kathy Hershberger, BGHS Registrar, via:
 - Email at khershberger@bgcs.k12.oh.us
 - Fax at 419-354-1839 Attn: Registrar
 - Mail at Bowling Green High School Registrar, 530 W. Poe Road, Bowling Green, OH 43402.
- There is a **\$2.00** fee per official prepared ***paper*** transcript. Please include **\$2.00** fee per transcript in **cash** or check payable to "Bowling Green High School". There is no charge for ***electronic*** transcript copies.
- If you will be ***picking up official paper copies*** of your transcript, you may pick them up from Mrs. Hershberger in the Guidance Office during BGHS school hours at least 2 days after submitting your request.
- If transcripts will be ***mailed or emailed directly*** to the college from BGHS, please include below the full university name and complete mailing or email address.

Student Name:	Birthdate:	Graduation Year:
Signature:	Date of Request:	

- ☐ I will pick up my transcripts in the BGHS Guidance Office
- ☐ Please send my transcript to the colleges indicated below

Name of College/University with complete mailing address and/or email address

- _____
- _____
- _____
- _____
- _____
- _____