Mercer Island High School

9100 SE 42nd Street
Mercer Island, WA 98040
Fax: 206-236-3358
Counseling Secretary: Amanda Thrall
amanda.thrall@mercerislandschools.org

COLLEGE APPLICATION SUPPORT POST-GRAD/DIPLOMA/TRANSCRIPT REQUEST FOR FORMER STUDENTS

Please allow five business days for processing. {PRINT CLEARLY}		Date of Request:
First Name:	Middle Name:	Last Name:
Birth Date:	Grad Year @ MIHS:	Last (Maiden) Name used at MIHS:

What document are you requesting? **One request form per institution**

____ Unofficial Transcript
($10.00 each)
Number of Copies: _____

____ Official Transcript
($10.00 each)
Number of Copies: _____

____ Diploma
($25.00 each)
Number of Copies: _____

____ College Application Packet Post-Grad
$25.00 per institution
Packet includes:
Official Transcript
School Profile
Recommendation from a Counselor
*This packet requires a **20 school day notice***

Please send transcripts/records to:
***It is MISD policy that transcripts cannot be emailed.**

_____
Institution Name

_____
Address

_____

_____
City State Zip

If you would like to pick up the unofficial or official transcript in person or need your unofficial transcript faxed please leave the information below.

Phone #:
_____

Fax #:
_____

I acknowledge:

- Fees are paid to MIHS via cash or check and must be submitted along with this request form
- Takes five business days for processing
- Diplomas may take up to one month, or possibly two months during peak season.
- A minimum notice of 20 school days is required for the College Application Packet for post-graduates.

All requests MUST include the student's handwritten signature. A parent/legal guardian may sign if a student is under 18 years of age.

_____
Signature Date

Office Use Only:

Date Received:_____ Initials: _____

Date:_____ Mailed: ____ Faxed: ____ Picked Up: ____ Name: _____