



RENAISSANCE HIGH SCHOOL

108 Everbright Avenue
Franklin, TN 37064
Phone: 615-472-4670
FAX: 615-472-4675

High School Transcript Request (Renaissance & Middle College)

- Class of 2019 and later can send transcripts to colleges at no cost by visiting Orderatranscript.com
- All graduating classes prior to 2019 fee required for processing \$2.00. Click [here](#) to pay.
- Submit form to Traynace James at traynace.james@wcs.edu-- please allow 5 days for processing.

PLEASE PRINT

Note: Incomplete information will delay processing of your request

Full Name at time of graduation: _____

Your Email Address: _____

Recipient Name: _____

Recipient Address: _____
Street City State ZIP

Fax #: _____ (if necessary)

☐ Current Student (no fee required)

☐ Graduate, Class of _____ (\$2.00 fee required for processing 2018 and prior)
Year

☐ Send an official copy of transcript

- Test scores can be ordered online at ACT.org and Collegeboard.org
- Immunization records must be sent by parent or health provider

Parent Signature _____ Date of Request: _____

Student Signature (18 and over) _____

----- Office Use Only -----

Date Received: _____

Notes: _____

Date Sent: _____
