



SALMEN HIGH SCHOOL  
REQUEST FOR TRANSCRIPT

(\*This form was also included in your White graduation envelope)

You **MUST REQUEST A FINAL TRANSCRIPT** for the college/university you plan to attend. A Final Transcript is a college requirement to finalize your registration requirements.

**ALL REQUEST FORMS MUST BE HAND DELIVERED TO THE MAIN OFFICE AT SALMEN. PLEASE DO NOT E-MAIL TO THE SENIOR COUNSELOR.**

Once school is out for the summer (after June 5<sup>th</sup>), you should call to ensure that someone is on campus to accept your Request. Please call: (985-643-7359, Ext. 2302 or 2305).

**ATHLETES** may need an additional transcript to be sent to the NCAA Eligibility Center **AND/OR** NAIA. (National Association of Intercollegiate Athletics)

*\*Please note: In-state, public colleges and universities can pull all transcripts from the state transcript system (STS). Test scores are NOT included on the transcript and must be requested directly from ACT.*

**REQUEST FOR FINAL TRANSCRIPT (Please PRINT CLEARLY)**

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name of  
College/University/Military: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

**\*Complete Mailing Address of College/University/Military: (or OTHER address you want them sent to. Please include city, state and zip code) \*this information MUST be provided. (If additional space is needed, use the back of this form)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Send additional transcript to the NCAA Eligibility Center

\_\_\_\_\_ Send additional transcript to the NAIA

Office Use Only:

Revised: 3/19/26

Date Request Received: \_\_\_\_\_ Date Transcript(s) Sent: \_\_\_\_\_ Sent by: \_\_\_\_\_

**\*FINAL TRANSCRIPTS SHOULD BE READY IN LATE JUNE**