



**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:** \_\_\_\_\_

**College/University 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)***

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**For College Athletics ONLY. You MUST also create an account with NCAA or NAIA**

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

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

**Office Use Only:**

Revised: 6/5/26

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

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