# OFFICIAL TRANSCRIPT REQUEST


**EAST HIGH SCHOOL COUNSELING CENTER**
840 South 1300 East
Salt Lake City, Utah 84102-3716
Phone: (801) 584-2923 Fax: 584-0189


**PLEASE PRINT CLEARLY:**

Date: _____

Student #: _____

Grade or Graduation Year: _____

Name: _____
Last First Middle

Phone: _____Birth Date: _____

**I authorize East High School to release a copy of my transcript.**

Student Signature: _____

___ Please include AP scores with transcript.

___ Please include ACT / SAT scores with transcript.

**PURPOSE OF TRANSCRIPT:**

_____ Admission to another college/university
_____ Scholarship application
_____ Personal use

**MAIL TRANSCRIPT TO:**

___ Brigham Young University (Provo, Idaho and Hawaii)
___ College of Eastern Utah
___ Dixie State College of Utah
___ LDS Business College
___ Salt Lake Community College
___ Snow College
___ Southern Utah University
___ Stevens-Henager College
___ University of Utah
___ Utah State University
___ Utah Valley University
___ Weber State University
___ Westminster College
___ Other *

- ✓ All requests must be complete and signed.
- ✓ Fee: All official transcripts are **$1.00 per copy.**
- ✓ You may pay the registrar at the time of request,
- ✓ Or mail your request with payment to the above address (attention: Registrar),
- ✓ Or make payment to the treasurer or Book Store (B404) and attach your receipt to the transcript request.
- ✓ Please **allow ONE WEEK** for processing.

(It is NOT necessary to list addresses for the Utah colleges/universities listed above.)

* Other: 1. College/University_____

Person or Department_____

Address_____

City_____State_____Zip Code_____

2. College/University_____

Person or Department_____

Address_____

City_____State_____Zip Code_____

3. College/University_____

Person or Department_____

Address_____

City_____State_____Zip Code_____

- ➢ ___ Will pick up in person (official transcript in sealed envelope)
- ➢ ___ Please mail by deadline of: _____
- ➢ ___ **I have given my counselor additional application forms that need to accompany this transcript.**

PAID $_____