



# HUNTLAND HIGH SCHOOL

## COUNSELING OFFICE

400 Gore Street  
Huntland, TN 37345  
(931) 361-0300  
Fax: (931) 469-0590

<http://huntland.fcstn.net/>

## Transcript Request Form

**Current seniors:** Fill out form and return to Counseling Office.

**Post Graduates:** A fee of **\$2.00** is required to process transcript requests. Bring a business-size, stamped envelope addressed to the college you want a transcript sent. Please print your first and last name on the inside of the envelope flap. Do not seal the envelope.

**Please check the box that indicates how this transcript is to be processed.**

MAIL

OR

PICK-UP

DATE

FULL NAME:

MAIDEN NAME:

DATE OF BIRTH:

DAYTIME PHONE NUMBER:

YEAR OF GRADUATION OR LAST ATTENDANCE:

NAME & ADDRESS OF INSTITUTION TO WHICH THE TRANSCRIPT WILL BE SENT:

The Transcript will be marked to the attention of the admission office of the listed institution unless otherwise requested to be sent to a different location. I understand that a complete official transcript will include my grades as well as my ACT OR SAT SCORES.

SIGNATURE \_\_\_\_\_