



University Preparatory School

2200 Eureka Way
Redding, CA 96001

DATE: ____/____/____

ANY QUESTIONS-PLEASE CONTACT
Robyn Johnson- Counseling Secretary
rojohanson@suhds.net
(530)245-2767

***Completed forms may be sent via
email for completion**

Transcript Request Form

NAME: _____ D.O.B.: _____

EMAIL: _____

CELL: _____

DATES OF ATTENDANCE: ____/____/____ to ____/____/____ or Current Student

YEAR TO GRADUATE: _____ OR GRADUATION YEAR: _____

PLEASE CHECK THE REQUESTED DOCUMENTS:

- OFFICIAL TRANSCRIPT (SEALED AND MAILED DIRECTLY TO SCHOOL OF CHOICE)
PLEASE WRITE THE ADDRESS OF THE ADMISSIONS OFFICE YOU WOULD LIKE YOUR
TRANSCRIPT SENT:

IF YOU WOULD LIKE MULTIPLE
TRANSCRIPTS SENT PLEASE
SEE THE BACK TO LIST
ADDITIONAL ADDRESSES

- UNOFFICIAL TRANSCRIPT
 - ELECTRONIC COPY EMAILED TO THE EMAIL LISTED ABOVE
 - ELECTRONIC COPY EMAILED TO THE EMAIL LISTED BELOW:
(LIST EMAIL BELOW)

EMAIL: _____

- PRINTED COPY TO BE PICKED UP AT THE SSC OFFICE
DATE YOU WILL PICK UP: ____/____/____ TIME: _____

FOR OFFICE:

DATE TRANSCRIPT REQUEST IS COMPLETED: ____/____/____

ADDITIONAL ADDRESSES TO SEND YOUR OFFICIALS TRANSCRIPT:

2. _____

3. _____

4. _____

5. _____

6. _____
