



University Preparatory School

2200 Eureka Way

Redding, CA 96001

DATE: ____/____/____

ANY QUESTIONS-PLEASE CONTACT
Becky Houston-Counseling Secretary
bhouston@suhsd.net
(530)245-2767
*Completed forms may be sent via email

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:
EMAIL: _____
- PRINTED COPY TO BE PICKED UP AT THE SSC OFFICE

FOR OFFICE:

DATE TRANSCRIPT REQUEST IS COMPLETED: ____/____/____

ADDITIONAL ADDRESSES TO SEND YOUR OFFICIAL TRANSCRIPT:

2. _____

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