



# High School Transcript Request Student Worksheet

**Students**, use this worksheet to collect and provide necessary information for asking your previous school to send your official transcript to Excel High School. *Do not send this form to EHS.*

This worksheet *may* be used as a written release to allow your previous school to provide your record. However, you **must** follow the procedure your previous school requires for requesting a transcript. This may be via an online ordering system such as Parchment or Scribbles. In these cases, you can use this worksheet **only** to access EHS contact information for where to send the transcript (below dotted line).

*If the high school you are seeking your records from is no longer in operation, contact the Department of Education in the state the high school was located.*

## Student Information

### Personal Information

<b>Name:</b> _____				<b>DOB:</b> ____ / ____ / ____	
First	Middle	Last	Previous Name		
<b>Phone Number:</b> _____			<b>Address:</b> _____		
			Street Address	Apt/Unit	
			City	State	Zip Code

### Previous High School Information

<b>School Name:</b> _____			<b>Grades of Attendance:</b> <i>Check all that apply</i>		
<b>School Address:</b> _____			<input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
	Street Address	Apt/Unit	<b>Middle School ONLY:</b> <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
	City	State	Year of last attendance _____		
		Zip Code			

### Information Release

I authorize an official copy of my transcript be released to Excel High School.

<b>Student Signature:</b> _____	<b>Date:</b> _____
<b>Parent/Guardian (if minor) Signature:</b> _____	<b>Date:</b> _____

## Information for Previous School Use

Please send **official transcripts** to Excel High School one of the following ways.

**Do not** send cumulative files. **Do not** request previous school transcripts from the EHS Parchment Page.

<b>Parchment (Preferred)</b>	<a href="https://www.parchment.com/">https://www.parchment.com/</a>
<b>Email (from school official)</b>	records@excelhighschool.com
<b>Fax (with school cover letter)</b>	952-465-3701
<b>Mail (Attn: Registrar) (sealed, school envelope)</b>	601 Carlson Parkway, Suite 1250 Minnetonka, MN 55305, USA