

Firth High School Transcript Request Form

Print this form, fill out all the information, and return it to the high school. All the information on this form must be filled out in order to process your request. **We CANNOT process this form without your signature. ANY dual credit or college class you must request the transcript from the college not the High School.**

Your Information

Current Name (Last, First, Middle)		All Other Names Used (Maiden Name)		
Current Street Address		City	State	Zip Code
Phone Number		Email Address		
Graduation Year				

Destination

Address 1:	Address 2:
Address 3:	Address 4:

Fax # (if transcript is to be faxed): _____ Attn: _____

Note: Not all institutions accept faxed transcripts. Faxed transcripts are difficult to read and are unofficial.

Sign

Signature: (Required)	Date:	Send transcript requests to: Firth High School 329 Lincoln Street Firth, Idaho 83236 Fax: 208-346-6987 Email: Keith Drake Email: Lacy Johnson
Transcript requests may take up to 3 business days for processing. During summer break, mail, email, and faxes will be checked once a week.		

Office Use Only

Date Received: _____	Date Mailed: _____
Received By: _____	Date emailed: _____

	Date Emailed: _____
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