

Conway High School Request for Transcript

Date requested:

Reason for Request (college admission, scholarship application, insurance, course requirement, or other):

Name:

Year of Graduation:

Number of transcripts needed:

Do you need your immunization record? (Note: Admissions always requires immunization records; scholarships do not.)

Will you pick up your transcript?

If you would like to have your transcript mailed, please list the mailing address(es) here:

Signature: _____

Important Processing Information

- Please allow three working days to prepare your transcript.
- Transcript requests are \$1 each.
- Transcripts not picked up within one week will be shredded.
- For questions, please contact the counseling center.