

Henry M. Jackson High School  
Transcript Request Form

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID # or Birth date: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Is this student cell # or home #? Circle one.

Check one:

Currently at JHS in grade \_\_\_\_\_

Currently at another school

Graduated / not currently in school

Check one:

Official (sealed)            Quantity: \_\_\_\_\_

Unofficial (student copy) Quantity: \_\_\_\_\_

Check one:

I will **PICK UP** my transcript(s) from the registrar in the **Main Office**.

Please **MAIL** my transcript(s) to the institution(s) noted on the back of this form. **Provide complete out of state addresses.**

Please send my official transcript to counselor \_\_\_\_\_ for my Online Common Application.

Please **MAIL** my transcript(s) to my home. (This option is **not** available to current students.) Be sure to provide a complete home address on the back of this form

*"I give permission for JHS to release my transcript to the above institution."*

(student signature required)

Requests are completed on Tuesdays  
and Thursdays by noon.

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