



High School Transcript Request

Please type or print in black ink.

This section to be completed by applicant:

All applicants are required to submit an official **final** high school transcript. Complete this section and give this form to your high school counselor or principal. **NOTE: Faxed and hand-carried transcripts are not accepted.**

If you have not yet graduated, ask the high school to hold this request until your final transcript is available.

Personal Information

Hocking College Student ID Number or Last 4 Digits of Your Social Security Number

Last Name

First Name

Middle Name

Last Name Under Which Records Would be Listed if Different from Above

High School

Birthdate

I graduated/will graduate from high school: month/year

I authorize my records to be released to Hocking College:

Signature

Date

This section to be completed by high school:

Hocking College only requires that a final high school transcript be submitted. **A final transcript must contain the student's graduation date and final grade point average.**

Please complete the bottom section of this form and send it with the **applicant's final high school transcript** to the address below. **NOTE: Faxed and hand-carried transcripts are not accepted.**

Hocking College
Registrar's Office
3301 Hocking Parkway
Nelsonville, OH 45764

Date of Graduation: month/year

Final Grade Point Average

School Official's Signature

Date

Counselors: Please submit FINAL transcripts only.