

INSTRUCTIONS:

1. Fill out request form for your high school transcript.
2. Mail request to your high school counselor or transcript clerk.

REQUEST FOR HIGH SCHOOL TRANSCRIPT

TO: Counselor's Office

High School

Mailing Address

City

State

Zip Code

Please send one (1) copy of my **final**, official transcript of academic record, showing **date of graduation** to:

**Grambling State University
Office of Admissions & Recruitment
403 Main Street – P.O. Box 4200
Grambling, LA 71245**

I attended your institution from _____ to _____

Sincerely,

Signature

PLEASE PRINT

<p>_____ Name</p> <p>_____ Student's Social Security Number</p> <p>_____ Date of Birth</p> <p>_____ Current Mailing Address</p> <p>_____ City State Zip Code</p>	<p><u>TO STUDENT REQUESTING TRANSCRIPT:</u></p> <p>Most institutions require the payment of a fee before issuing the transcript. You may conserve time by including your payment with this request. You should indicate your name, as it was when you attended the institution, for reference purposes. A large number of institutions accept only transcripts mailed directly to them from the Counselor's Office.</p> <p>NOTE: Transcript should be sent after final grades are reported.</p>
--	--