

## CURRENT HIGH SCHOOL STUDENT TRANSCRIPT REQUEST

Fill out and return to Mrs. Stoughton - Guidance Office

1. Date: \_\_\_\_\_

2. Student Name: \_\_\_\_\_

3. MP Student ID Number: \_\_\_\_\_

4. Reason for needing Transcript: \_\_\_\_\_

5. Name of Place you need transcript mailed to:

\_\_\_\_\_

6. Address of Place: \_\_\_\_\_

\_\_\_\_\_

*\*When you request your transcript to be sent to a college, we will send your transcript, high school schedule, and the MP school profile (also known as the School Secondary Report)\**

**REMEMBER!** IF YOU NEED A STAFF MEMBER TO WRITE A LETTER OF RECOMMENDATION ON YOUR BEHALF, YOU **MUST** ASK THEM IN PERSON. ONE WILL **NOT** BE SENT AUTOMATICALLY.

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