



1560 M-40 North  
Allegan, MI 49010  
Phone: 269-673-7002 ext. 5512  
Fax: 269-686-2486

# ALLEGAN HIGH SCHOOL

## Official High School Transcript Request Form

To release a student's transcript, a signed written request must be submitted to the Counseling Office. It is the policy of many colleges that an official transcript must be submitted directly from the high school.

**Please Print:**

Last Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_

Year of Graduation/Dates Attended \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I authorize Allegan High School to release my official transcript and ACT/SAT scores to the following college (s) or place of employment:*

**Where you would like your transcript sent:**

Name of College/University/Place of Employment: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Please send completed request to:** Allegan High School  
Counseling Office,  
1560 M-40 North,  
Allegan, MI 49010  
Or Fax to (269) 686-2486

*"A NON DISCRIMINATORY EDUCATIONAL INSTITUTION AND EMPLOYER."*

*"Preparing the youth of today for the challenges of tomorrow"*

