

# South Albany High School Request for Transcript

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grad Year: \_\_\_\_\_ College ID (if available) \_\_\_\_\_

\_\_\_\_\_ Official Transcript  
\_\_\_\_\_ # of Transcripts @ \$2.00 each = \_\_\_\_\_  
\_\_\_\_\_ Paid \_\_\_\_\_ Not Paid

Includes OSAT/SAT/ACT and grade information, official school seal, and registrar's signature. Transcript will be in a sealed envelope and mailed upon request. PSAT and AP scores will *not* be included.

\_\_\_\_\_ Unofficial Transcript

**Grades only** - no testing, official school seal, or registrar's signature. Must be picked up from the office.

Transcript will be:

\_\_\_\_\_ Picked up by student  
\_\_\_\_\_ Mailed to: (supply address of out-of-state school)

Requests are processed the first period of the day.

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Office Use Only