



## REQUEST FOR HIGH SCHOOL TRANSCRIPT

Please fill in form COMPLETELY.

DATE: \_\_\_\_\_

ATTENTION: STUDENT RECORDS DEPARTMENT

I hereby give permission to release my academic transcript to UNOH:

FIRST NAME:	MIDDLE:	LAST:	MAIDEN:			
MAILING ADDRESS:						
CITY:	STATE:		ZIP:			
SOCIAL SECURITY NUMBER: <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> </tr> </table>					BIRTHDATE:	CLASS OF:
NAME OF HIGH SCHOOL:		NAME OF CAREER CENTER:				
SCHOOL ADDRESS:						
CITY:	STATE:		ZIP:			

X \_\_\_\_\_  
 (Signature of: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Guardian)

Please send \_\_\_\_\_ transcript(s) to:

UNIVERSITY OF NORTHWESTERN OHIO  
 ATTN: REGISTRAR  
 1441 NORTH CABLE ROAD  
 LIMA, OH 45805

PLEASE ATTACH THIS FORM WITH TRANSCRIPT

OFFICE USE ONLY

Student #: \_\_\_\_\_ Starting Date: \_\_\_\_\_ HS#: \_\_\_\_\_

- Initial Transcripts may be faxed to (419) 998-3118, mailed, or hand-delivered
- Final Transcripts must be sent from the high school to the Registrar's Office at UNOH
- UNOH does not cover costs of obtaining high school transcripts

Attention School Official:

If the student is not yet a graduate, a preliminary transcript does not need to be official. It can be hand delivered, faxed (to 419-998-3118), or sent by mail.

Upon graduation, a final and official transcript is required.

In order for the University of Northwestern Ohio to consider the student's transcript official, the following information must be included:

- Date of Graduation
- Signature of School Official
- Rank of Student
- Imprint/Raised Seal
- Cumulative GPA

**If your school does not have a raised seal or does not rank students, it must be noted on the transcript by the school official.**

The final/official transcript must be sent directly from the high school to the University of Northwestern Ohio. Hand delivered or faxed transcripts are not recognized as official.

Thank you for your cooperation!

If you have any questions, please contact the Registrar's Office at 419-998-3193.