

TO: Liberty Center High School Guidance Counselor or Principal

Name _____ Graduation Year _____
(or dates of attendance)

Maiden Name or Name during Attendance _____

I am requesting and authorizing you to send an official copy of my high school transcript to the following college/school/employer. I understand my transcript includes all classes taken and grades received, overall GPA, attendance information, testing results, and class ranking data for my high school years. It also lists personal information such as address, birth date, and social security number.

Mail to: _____ Date: _____

Fax to: _____ Date _____

Picked up by: _____ Date _____

Signature _____ Date _____