



Loyola

HIGH SCHOOL

REQUEST FOR TRANSCRIPT(S)

PLEASE NOTE:

Accurate and complete addresses are required.

“*OFFICIAL*” transcripts are not issued to the student but sent directly to the Institution(s) indicated. Students may request an “*UNOFFICIAL*” copy of their transcript. Transcripts can take up to ten (10) working days to be processed depending upon the time of year.

TRANSCRIPT FEE: \$5.00 PER COPY PER TRANSCRIPT

(PLEASE PRINT ALL INFORMATION)

Date of Request: _____

Deadline Date: _____

Graduating Year: _____


Name of Student: _____

Telephone Number: _____

E-Mail Address: _____

Current Address: _____

Signature: _____

Please turn over 

“OFFICIAL” TRANSCRIPT(S) TO BE SENT TO: *(please print)*

1. _____

2. _____

3. _____

4. _____

<p>FOR OFFICE USE:</p> <p>Processed By: _____</p> <p>Date Processed: _____</p>
