



## ***HIGH SCHOOL TRANSCRIPT REQUEST FORM***

*To the Student:*

*Please complete and mail to your High School  
(Make sure that you sign below.)*

*Student Name (Print)* \_\_\_\_\_

*Phone Number* \_\_\_\_\_

*Address* \_\_\_\_\_

*Social Security Number* \_\_\_\_\_

*High School Graduation Date* \_\_\_/\_\_\_/\_\_\_

*Start Date at Ohio Technical College* \_\_\_/\_\_\_/\_\_\_

*To The High School:*

*I am scheduled to begin classes at Ohio Technical College. I must have a copy of my high school transcript on file before my start date. Please send an **official** transcript that shows my **final** grades and **graduation date**. Thank You.*

*Student Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Mail Transcript to:  
Ohio Technical College  
1374 East 51st Street  
Cleveland, OH 44103*