



Official Transcript Request

SUBMIT FORM TO: 280 W 940 N PROVO UT 84604 * FAX 801.374.4985
Process time - up to 4-5 business days. There is a \$5.00 fee per transcript copy or fax.
Payment can be done in cash, check or by credit card. Online payment at www.myschoolfees.com - pick Provo District Office - public item - student services - transcript. Form must be signed for process / notarization may be needed.

Date of Request _____
NAME (as used while attending school)
First _____ Middle _____ Last _____
Current Name _____ Date of Birth _____
Current Address _____
City _____ State _____ Zip _____
Phone Numbers _____
Email _____
If you are still attending school, give grade _____ Graduation Year _____ If not, Class Year _____

- Provo High School
- Timpview High School
- Independence High School
- Adult Education
- Young Mothers
- Other _____

How many copies do you need? _____
 I will pick up, call me at _____ once document is ready for pick up.
 Fax a non-official copy to: _____ Attention to: _____
 Mail to: _____
 email a non-official copy to: _____

(Please note that non-official copies will not be stamped and sealed as official copies are)

I give authorization to give my transcript to _____
(Print full name of the person who will pick up the document as stated in photo ID. Photo ID will be required)

Acknowledgment and Signature I represent and warrant that the foregoing information is true and correct and that I am the person requesting my transcript, authorized to sign this FERPA Release Form.

Signature: _____ Date: _____ Photo ID checked _____

NOTARIZATION (to be used in the event the signor does not appear in person to affirmatively provide proof of identity)

State of Utah County of _____
On this day _____ of _____, 20____ before me _____, a Notary Public personally appeared _____
proved on the pass of satisfactory evidence to be the person whose name is subscribed to this document and acknowledged (he/she/they) executed the same

Notary Public _____
COMMISSION EXPIRATION _____
PAYMENT

- Enclosed is the \$5.00 service fee per transcript
- Fee has been paid on line-confirmation no. is _____
- Other: _____

FOR OFFICE USE ONLY

PAID _____ PROCESSED ON _____
SENT VIA _____ CLERKS INITIALS _____