



# Transcript Request

Process time - up to 4-5 business days. \$5.00 fee per transcript. Payment can be done in cash, check or by credit card. Online payment at [www.myschoolfees.com](http://www.myschoolfees.com) - pick Provo District Office – public item – student services – transcript. Form must be signed and notarized for process unless you come in person with photo ID. SUBMIT FORM TO: 280W 940N PROVO UT 84604 \* [cheryltau@provo.edu](mailto:cheryltau@provo.edu) subject line: TRANSCRIPT

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  Adult Education  
 Timpview High School  Young Mothers  
 Independence High School  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: \_\_\_\_\_  
 I give authorization to give my transcript to \_\_\_\_\_  
(Please note that non-official copies will not be stamped and sealed as official copies are)  
(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: \_\_\_\_\_  
**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 basis of satisfactory evidence to be the person whose name is subscribed to this document, and acknowledged ( he / she ) executed the same.

Notary Public \_\_\_\_\_  
COMMISSION EXPIRATION \_\_\_\_\_

**PAYMENT**  
 Enclosed is the \$5.00 service fee per transcript  
 On line-confirmation no. is \_\_\_\_\_  
 Other: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b> Photo ID checked _____ PAID _____ PROCESSED ON _____ SENT VIA _____ CLERKS INITIALS _____
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