



OFFICIAL TRANSCRIPT REQUEST IMPORTANT INFORMATION

Please read the following information to help minimize questions and issues related to submitting this form. Thank you for your time.

When completing the Official Transcript Request Form, please note that the following items are **REQUIRED** for us to process your request:

- Grade or Graduation Year
- Name (Last, First and Middle)
- Date of Birth
- Total Number of Transcript(s) Ordered
- Purpose of Transcript
- Identifying the location to send Transcript(s)
- Student Signature (digital / handwritten)
- Signature date

Completed and signed* Transcript Request Forms can be sent via fax, US Mail, or scanned (*or snap a picture with your phone*) and emailed. *Emailing the request form will expedite the process.*

*The current/past student is required to sign, as the requester, if age 18 or older. If the current/past student is a minor, either the student or parent/guardian may sign.

If you have further trouble we suggest that you either bring the document to West's Registrar Office in person or mail it Attn: Kim Dahle, Registrar.

THANK YOU AND HAVE A GREAT DAY!

GO PANTHERS!