

High School Transcript Request Form

Complete all applicable fields, typing or writing legibly; failure to do so will result in processing delays. Your written signature (and parent/guardian signature if under 18 years of age) is required. Course completions are reflected on transcripts within 7 days of final course grade assignment. Upon receipt of this request, allow 7 days for **processing** and additional shipping time. If you need faster delivery, contact Student Support Services at (855) 256-4975 for expedited shipping and additional fee information.

Student Name: _____ DOB: _____ Enrollment Status:

Last First Middle MM/DD/YYYY

Are you an NCAA Student? No Yes - NCAA Application ID #: _____

Current contact information: _____

Student email Student phone number

Current
 MU High Graduate
 Non Graduate

Please choose type of delivery – each box chosen equals one request

Recipient #1 Information*

Recipient #2 Information

USPS Mail Official transcript **And / or** **Expedited Service** (additional fees apply)

FAX Unofficial transcript to: _____

(Area Code) Fax Number

USPS Mail Official transcript **And / or** **Expedited Service** (additional fees apply)

FAX Unofficial transcript to: _____

(Area Code) Fax Number

Recipient name #1*

Recipient name #2

Address

Address

City State Zip Country

City State Zip Country

To have transcripts sent to more than two recipients, complete a separate form or attach a sheet listing corresponding information. Access to unlimited, free, unofficial transcripts is available through the Mizzou K12 Online Tiger Portal.

Student Signature

Date

Parent Signature (if student is under 18)

Date

PAYMENT INFORMATION (*One complementary domestic request per year)

Transcript requests will be accepted by FAX or Postal Mail only

Number of Mailed Official Transcripts _____ X _____ = _____

requested Fee price Total

Number of Faxed Unofficial Transcripts _____ X _____ = _____

requested Fee price Total

Expediting Fees (please call Student Services for fee amount) _____

Total fees _____

Processing Fees - per request	
Faxed Unofficial	Mailed Official
\$10 Domestic	\$10 Domestic (USPS)
\$15 International	\$15 International (Air Mail)

Method of Payment:

- Tiger Portal (Current active students only)
- Check or Money Order
- Credit Card (Fax or postal mail this form ONLY)

Name on Credit Card

Credit Card Number

Expiration Date

Credit Card Billing Address

Card Holder Signature

Date

Contact information: email or phone number