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ALUMNA TRANSCRIPT REQUEST

Official transcripts need to be mailed directly from OLMHS. You may request an **unofficial** transcript be sent directly to you for your personal records. There is a \$3.00 donation for official transcripts and \$2.00 donation for unofficial transcripts. Please submit payment in the form of a check.

Current Date _____ Year of Graduation _____

Name _____ Birth Date _____
Last First Maiden

Request for:

_____ College Admission Deadline _____
_____ Scholarship _____
_____ Employment Counselor Recommendation _____
_____ Unofficial _____

Mail to:

Name _____
Address _____

Name _____
Address _____

YOU HAVE PERMISSION TO RELEASE MY TRANSCRIPT & TEST SCORES (If required):

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Address _____ Phone _____

FOR OFFICE USE:

Date mailed _____ Recorded by _____