

# How to Request a Copy of Your High School Transcript

Print out the form: [Transcript Request Form](#)

**Current Student:** give the form to your counselor (for Colleges, please use NAVIANCE)

**MERRIMACK HIGH SCHOOL  
TRANSCRIPT REQUEST FORM**

Student Name \_\_\_\_\_ Graduation Year \_\_\_\_\_

The Guidance office is available to assist in completing applications and to answer any questions. However, the student is expected to submit their own application, either by mail or on-line. Guidance will mail transcripts and supporting documents only. In order to process requests efficiently, the Guidance Office must receive this form **two weeks** prior to the application deadline.

College Name \_\_\_\_\_  
Address \_\_\_\_\_

Date Submitted to Guidance Office \_\_\_\_/\_\_\_\_/\_\_\_\_ College Application Deadline \_\_\_\_/\_\_\_\_/\_\_\_\_

Common Application? : YES NO (Please Circle)  
The following Common Application Forms must be printed out and submitted to Guidance:  
\_\_\_\_ School Report Form \_\_\_\_ Mid-Year Report  
\_\_\_\_ Final Report

Other Application? : YES NO (Please Circle)  
Attach the following: (if applicable)  
\_\_\_\_ Any form or section of your application that Guidance is required to fill out

**RECOMMENDATIONS:**  
Teacher Recommendations should be sent by Teacher(s) directly. (Forms available in Guidance)  
Teachers Name(s) \_\_\_\_\_  
Counselor Recommendation: check if needed \_\_\_\_\_

Guidance policy stipulates that no student information can be shared with an organization or person, without the consent of the student (if he/she is at least 18 years of age) or the parent/guardian. Consequently, until we receive the proper authorized signature on this form, we cannot send any information to designated persons or organizations.

I HEREBY GRANT PERMISSION TO RELEASE MY SON'S/DAUGHTER'S, OR MY RECORDS TO THE ORGANIZATION LISTED ABOVE.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_  
Alumni Phone # (with area code) \_\_\_\_\_

**NOTE TO POST-GRADUATES:**  
Please include \$1.00 fee (cash or money order) for each transcript.

For Guidance Use: \_\_\_\_\_

**High School Student ONLY**

## POST-GRADUATE:

- 1- Fill in the requested information, please include a **phone number** where we can reach you.
- 2- Send the completed form to the address below along with \$1.00 per transcript request (**we do not accept personal checks, cash or a money order ONLY**)

**Guidance Office  
Merrimack High School  
38 McElwain Street  
Merrimack, NH 03054**

Official transcripts will be sent directly to the institution. If you would like an unofficial transcript, we can send that directly to you. Please note that the unofficial transcript will not have an official seal or signature. You are also welcome to stop by between the hours of 8:00 and 2:00 to request a transcript in person. Again, the official transcript will be sent directly to the institution within two weeks of the request.

Please call us at 424-6204 Ext. 2 if you have any further questions.