

CURRENT STUDENTS TRANSCRIPT ORDER FORM

1. Print and fill out the request form, bring your picture I.D. with payment. It only takes a few minutes to obtain a transcript. (During the summer months call and make sure someone is going to be at the school before you make a trip over). Hours: 7:30 a.m. - 3:00 p.m., (801) 646-5265.
2. Un-official Copies: Un-official copies are not stamped with the school seal or signed.
3. If you need a transcript faxed, please include the fax # on the order form.

Cottonwood High School
 Attn: Marsha Weatherhead
 5715 So. 1300 E.
 Salt Lake City, Utah 84121

Fee: \$1.00 per copy - pick up
 \$2.00 per copy - mailed
 \$2.00 per copy - faxed

Official Transcripts are **sealed** (with school seal) and signed, sent in a Cottonwood High School envelope and mailed directly from the school to a college or university.

COTTONWOOD HIGH - TRANSCRIPT REQUEST FORM

Name: _____ Grade or Year Graduated: _____

Date of Birth: _____

OFFICIAL COPY MAIL

OFFICIAL COPY PICK UP

PERSONAL COPY PICK UP

FAX # _____

Please check the box of each school you wish to have a transcript sent to

BYU Provo	NCAA Clearinghouse	University of Utah
BYU - Idaho	Salt Lake Comm. College	Utah State University
College of Eastern Utah	Snow College	Utah Valley State College
Dixie State College	Southern Utah University	Weber State University
LDS Business College	Stevens-Henager College	Westminster College

If you need your transcript sent somewhere besides the colleges & Universities listed above, use the spaces below.

College/University _____ Person/Department _____

Address _____ City _____ State _____ Zip Code _____