

OFFICIAL TRANSCRIPT REQUEST FORM

Student Directions

- Download this form, fill in the student information and save it.
- Identify the email address or physical address of your former high school where you will send this transcript request form.
- Attach this completed form via email or print and mail this completed form to your former high school to request that your official transcript be sent to Penn Foster.

**Please note that for transcripts to be official, they need to be sent directly by the school.*

Student Information (to be filled out by the student)

Student name:

I attended your school from: _____ to _____

My full name at that time was:

My full address at that time was:

Date of Birth:

Penn Foster High School Student Number (if already enrolled):

Signature:

High School Guidance Department

Please send an official transcript of the student's high school record by one of the three options listed below. Please let us know if the student's name is different from the name on the record (i.e. maiden name or court ordered change):

1. **Mail** an official copy along with this form to:
Penn Foster High School
Attn: Stephanie Benoit – Guild B2B
925 Oak Street
Scranton, Pennsylvania 18515
2. **Email** an official copy along with this form to: guildtranscripts@pennfoster.edu
3. **Submit** an official copy via a third party-party service such as Parchment or Scrip-Safe .

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