



Elder High School
3900 Vincent Ave.
Cincinnati, Ohio
45205

APPLICATION FOR TRANSCRIPT OF CREDITS

Underclassmen /Graduate Request Form

- For each transcript a fee of \$5.00 is charged.
- A transcript of credits will not be issued unless all financial obligations at Elder are satisfied.
- Transcripts are released only upon written request. A parent or guardian must sign for the transcript if the applicant is under 18 years of age.
- Because of the processing involved, it is necessary to request a transcript of credits at least ONE WEEK in advance.

PLEASE PRINT ALL INFORMATION

Requester Full Name _____

Present Street Address _____

City _____ State _____ Zip _____

Phone # (____) _____ Date of Birth ____/____/____

Year of Graduation _____

Send Transcript to:

College/Place/Person: _____

Address: _____

Please check here if there are any additional items that need to be sent with the transcript. Indicate these items on the back of this form.

I, (parent/guardian/student) _____ do give my permission to release school records to the above named institution. I understand that I will not receive notification of the release of records.

SIGNATURE _____ DATE _____



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