**Transcript Request Form**

Please Clearly Print Information and Mark with an (X) when selecting options.

**Current MRU Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*If you have questions, please contact our MRU Registrar, at 802-775-1925 Ext 210.

Please provide the following if sending by mail requesting a transcript:

**Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_ Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maiden Name( If applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number for Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 1:** Who is it to be sent to? **Part 2:** How does it need to be submitted?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Today’s Date** | **Name of College/Work Location / Military/ or Scholarship****Requesting Official Transcript** | **Full Address of School or Workplace / Other Location for Transcript to be sent** | **Application Deadline** | **Common App** | **Online School App** | **Send Via Email (Include email here)** | **Regular Postal Mail** |
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***Acknowledgement Agreement:***

I hereby give my permission for Mill River Union High School Guidance Department to send my Official Transcript to the location I have requested above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Student Date

**Transcript Completed:** ** Yes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 Signature of MRU Staff Date