

## North Point High School Transcript/Record Request Form

Danielle Bartholmey, Registrar  
2255 West Meyer Road  
Wentzville, MO 63385  
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Request a transcript from Holt High if you graduated from Wentzville High or Holt High School in any year from 1960 to present.

**PLEASE PRINT:**

Year of Graduation \_\_\_\_\_ or Last Year Attended \_\_\_\_\_

Name \_\_\_\_\_  
Last Name while enrolled at HHS First Name Middle

Home Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Official (preferred for colleges/scholarships)  Unofficial

**Where do you want us to send Record/Transcript?**

- |   |  |
|---|--|
| <input type="checkbox"/> College/University/Vocational/Technical School | <input type="checkbox"/> Employer      |
| <input type="checkbox"/> Student Hand-Carry to Institution              | <input type="checkbox"/> Military      |
| <input type="checkbox"/> Scholarship/Financial Aid Application          | <input type="checkbox"/> Self/Personal |

Name of College/Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Other: \_\_\_\_\_

If your college application requires an electronic transcript or if you desire it to be sent electronically, please sign below. Please know that this document will not be considered secure.

Yes, please send my transcript electronically to: \_\_\_\_\_  
Email address

I authorize North Point High School to release all requested records and recommendations to colleges to which I am applying for admission.

\_\_\_\_\_  
Signature of Student (Or Parent/Guardian if student is under 18) Date

**Please attach all necessary paperwork to be mailed with the transcript and return to the Registrar or Counselor.  
Please allow 24 to 48 hours to process this request.**

For office use only: Date Received: \_\_\_\_\_  
Date Sent: \_\_\_\_\_ Mailed: \_\_\_\_\_ Faxed: \_\_\_\_\_ Hand Delivered: \_\_\_\_\_ Initial: \_\_\_\_\_