



Timberland High School Transcript/Record Request Form

Complete this form to request a transcript from Timberland High School if you graduated from 2004 to present. Return the completed form to:

Brandy Howard, Registrar
Timberland High School
559 East Highway N, Wentzville, MO 63385
Phone: (636) 327-3988 ext. 27246
brandyhoward@wsdr4.org

PLEASE PRINT:

Year of Graduation (or last year attended) _____

Student Name (while enrolled) _____
Last Name First Name Middle

Street Address _____

City _____ State _____ Zip Code _____ Phone _____

»Should we include your ACT scores? Yes No

»Which type of transcript would you like? Official (preferred for colleges/scholarships) Unofficial

»Where should your record/transcript be sent?

- College/University/Vocational/Technical School
- Student Hand-Carry to Institution
- Scholarship/Financial Aid Application
- Employer
- Military
- Self/Personal

Name of College/Employer: _____

Street Address _____

City _____ State _____ Zip Code _____ Phone _____

Email Address (if transcript is to be sent electronically): _____

****If your college application requires an electronic transcript or if you would like your transcript be sent electronically to the requested recipient, please know that the document will not be considered secure****

I authorize Timberland High School to release all requested records and recommendations to colleges to which I am applying for admission or to the requested recipient listed above.

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

Date

Attach any 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: _____