**STEVENS HIGH SCHOOL TRANSCRIPT RELEASE**

Please allow 5 business days for transcripts to be processed. **Official transcripts** must be sent directly to the college. **Unofficial transcripts** can be sent to the student. Completed forms can be: Mailed to Stevens High School, Attn: Transcripts, 4215 Raider Rd., Rapid City, SD 57702; Faxed to 605-394-4098; or emailed to Brenda.Sinclair@k12.sd.us.

**Date:**

**Last name (while in attendance): First name: Middle name: Date of birth: Graduation date or last year attended: Contact phone number: Email: Name of College** (“self” if unofficial copy needed): **College address: City/State/Zip code:**

**College Admissions email:**

*(some colleges do not accept official transcripts via email; please verify email acceptance.)*

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immunization records needed?** Yes No **Test scores needed?** Yes No

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