

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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