

BHS TRANSCRIPT REQUEST FORM – ALUMNI STUDENTS

<u>Student Full Name at Graduation:</u>	<u>Date of Birth:</u>	<u>Year of Graduation:</u>
<u>Send Transcript to (Name/Address):</u>	<u>Transcript Needed (circle):</u> OFFICIAL UNOFFICIAL	<u>Date Submitted to Office:</u>

- ❖ All alumni students over 18 must sign and complete this form to authorize the release of their transcript.
- ❖ **You must provide a stamped, addressed envelope for each transcript recipient, see back page for example.** The only exceptions are if you are requesting a transcript to send to Penn State University, as they ask for electronic transcripts, or if you are requesting copies of your unofficial transcript.
- ❖ Official transcripts can only be mailed directly from Baldwin High School to the recipient university/college or employer. They cannot be faxed or picked up from the office.
- ❖ Completed transcript request forms can be dropped off at or mailed to the high school. The address for Baldwin High School is printed on the back sample envelopes.

Alumni students can request for test scores to be withheld. Check the box below if you would like all scores for that test **removed** from your transcript. Please note that we cannot remove selective test score dates.

SAT

ACT

SAT SUBJECT

AP EXAM

I authorize Baldwin High School to send my high school transcript, including the following: grades, attendance, weighted GPA, and class rank, to the educational institution, firm, organization, or individual specified above. I understand that, should the institution, firm, organization, or individual request information regarding discipline, my signature below also authorizes Baldwin High School to release details only from my official discipline record.

<u>Alumni Student Signature (required)</u>	<u>Alumni Student Signature to Withhold Test Scores</u>
<u>Alumni Student Email Address</u>	<u>Alumni Student Phone Number</u>

Envelope Examples

Baldwin High School
4653 Clairton Boulevard
Pittsburgh, PA 15236



Office of Admissions
University of Pittsburgh
4227 Fifth Avenue
Pittsburgh, PA 15260

Regular white business #10 envelopes can be used when sending a transcript and up to 3 sheets of paper.

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Large brown 8" x 10" envelopes with additional postage should be used if mailing more than 3 sheets.