



Transcript Request Form

Please read the following directions:

- All transcript requests **must** include:
 - Student's signature
 - Copy of the student's driver's license or state ID
- Phone requests will not be accepted.
- Official** transcripts (in a sealed envelope) may not be given in person.
- Official** transcripts will be mailed directly to the College/University/Scholarship/School requested.
- Only **unofficial** transcripts may be given in person.
- Your request will be processed within 7-10 school days.
- Submit this request form and a copy of your ID to Sequoia School for the Deaf & Hard of Hearing:

By Mail:
Sequoia School for the Deaf
Attn: Marla Ramos
1460 S. Horne
Mesa, AZ 85204

Fax:
(480) 890-4113
Attn: Marla Ramos

Email:
ssdhinfo@edkey.org

Please mail my **Official** Transcript to:

College/University/Scholarship/School

Attention

Street/PO Address

City State Zip

Please mail my **Unofficial** Transcript to:

Student Name

Street/PO Address

City State Zip

I will pick up my **Unofficial** Transcript
Please contact me when it is ready for pick up.

Please release the transcript of:

Student:

Date of Birth:

Phone/VP Number:

Student's Signature

Date of Request:

Graduating Class of:

Contact #/Email:

**Parent's Signature*
**If student is under the age of 18 or if guardianship has been retained, documentation required.*