

## Request for High School Transcript

Please fill in form COMPLETELY.

**ATTENTION: Student Records Department**

I hereby give permission to release a copy of a transcript from the file of:

|                                |            |           |         |
|--------------------------------|------------|-----------|---------|
| FIRST NAME:                    | MIDDLE:    | LAST:     | MAIDEN: |
| FULL ADDRESS:                  |            |           |         |
| CITY:                          | STATE:     | ZIP CODE: |         |
| CSCC COUGAR ID# (STUDENT ID#): | BIRTHDATE: | CLASS OF: |         |

|                                       |        |      |
|---------------------------------------|--------|------|
| NAME OF HIGH SCHOOL or CAREER CENTER: |        |      |
| SCHOOL ADDRESS:                       |        |      |
| CITY:                                 | STATE: | ZIP: |

**X** \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian (if student is under 18 years of age)

DATE: \_\_\_\_\_

**Please send transcripts to Columbus State in one of the following ways:**

- **Preferred (!)** Through an accepted third-party electronic vendor such as Parchment, Scribbles, or National Student Clearinghouse.
- By email to [highschooltranscripts@csc.edu](mailto:highschooltranscripts@csc.edu)
- By mail to: Columbus State Community College, Attn: Enrollment Services Operations,  
550 E. Spring Street, Columbus, OH 43215

**Please note:** To consider the student's transcript **final and official**, Columbus State must receive it via an accepted third-party electronic vendor, or directly from the school by email or in a sealed envelope by US Mail. The final official transcript must include the following information: date of graduation, cumulative GPA, signature of school official and/or imprint/raised seal. **In progress transcripts** (without a graduation date) will be considered for placement purposes, but cannot be considered for financial aid, scholarships, or selective programs.