

**TRI-CITY COLLEGE PREP HIGH SCHOOL
TRANSCRIPT REQUEST FORM**

Here's what you do...

1. Complete a separate request for each mailing address.
2. Fill out all requested data. Signature is required for release of transcript.
3. Print clearly to insure proper delivery of transcripts.
4. Official transcripts cannot be released until all financial obligations with the university/or school have been settled.
5. Request may be faxed to: 928-777-0402 or mailed to: Tri-city College Prep
5522 Side Road
Prescott, AZ 86301
6. Questions? Please call 928-777-0403.

Name: _____ **Date:** _____

Legal Name: _____ **Date Of Birth:** _____

Address: _____

Date of Graduation _____ **or Last Date Attended** _____

City, State & Zip Code: _____

Send Transcripts To: _____

City, State & Zip Code: _____

Fax: _____

(Signature of Requestor)

of Transcripts: _____ (**\$3.00 Per Transcript**) **Total Amount Due:** \$ _____
Cash, Check or Money Order only. Transcripts will not be mailed until payment is received.

Thank you. **Date Processed:** _____ **Initials:** _____