



Forest Grove High School

1401 Nichols Lane Forest Grove, OR 97116

Registrar: Mrs. Elich Phone: (503) 359-2432 Ext. 3526 E-mail: kelich@fgsd.k12.or.us

Transcript Request Form for Non-Students:

Instructions:

- ⬇ Completely fill out the high school transcript request form & mail in or bring in to:
 - **Mailing in:** Forest Grove High School
Attn. Registrar: Mrs. Elich
1401 Nichols Lane
Forest Grove, OR 97116
 - **Bringing in:** Come on in to the Forest Grove High School Counseling Office, Registrar.
 - **Fax:** (503) 359-2401
- ⬇ **\$2.00** fee/transcript request that may be payable by **check, cash or money order.**
Must be paid before request may be processed.
- ⬇ Verbal request will not be processed.

Date: _____

Did you graduate from Forest Grove High School? Yes No

If yes, what year? _____ If not, what year did you last attend? _____

Birthdate: _____ Full Name: _____

Previous/Maiden Name: _____

Phone: _____

E-mail: _____

Send Transcript(s):

- I will pick it up. (If transcripts are not picked up after two weeks they will be shredded & a new request will be required.)
- Hold transcript for pickup by: _____ (ID required to be picked up)
- Send transcript to: Attn: _____

Type of transcript(s):

Number of transcript(s) requested: _____ (\$2.00/copy)

- Personal NCAA#: _____ Official Employment Official College
- Scholarship #: (sealed) _____ Military

Signature: _____ Date: _____

*For **Office use only:** Date received: _____ Date sent: (if applicable) _____

Fee paid, Payment type: \$Cash Check Money Order