This form is not for students in grades 9-12 who are currently enrolled or have transferred out or are re-enrolling in the WPSD.

Transcript Request Form

Complete all information below. Transcripts are processed between two and ten business days. When request is complete the official sealed transcript(s) will be mailed to your home address provided below. *Please note we do not mail or fax transcripts to colleges/universities/other institutions for graduates/non grads. No fee for transcripts.

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Today’s Date:______________/______________/______________

First name:______________________________________________

Current last name: ______________________________________

Last name while attending: _________________________________

Year of Graduation? ____________ Non-Grad last year attended? ____________

month/year month/year

Date of Birth:______________/______________/______________

month day year

Which high school did you graduate from/last attend? Circle one.
Penn Wood  Lansdowne/Aldan  Darby/Colwyn  Yeadon

Current mailing address:

_____________________________________________________

Street

Apt.#

_____________________________________________________

City State Zip

Phone #:_______________-_______________-_______________

How many official transcripts are you requesting? There is a limit of four. 1 2 3 4

_____________________________________________________

Signature

Original signature only. Typed or electronic not accepted.

Rev. 4/2019