

Penn Wood High School
Guidance Office
100 Green Avenue, Lansdowne, PA 19050-2095

Phone 610.284.8080
Fax 610.284.2977

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.***