

Official Transcript Request Form Former Owatonna High School Student

General information regarding transcript processing:

- Payment and a signature are required for processing. The fee for each transcript is \$5.00.
- Transcripts will be sent out first class mail within 2-5 days of receiving this request.
- Print out and complete this entire form and mail it along with payment (payment can be made by check or money order made payable to Owatonna High School) to:

Owatonna High School Attn: Counseling Department 333 East School Street Owatonna, MN 55060

Name:		
Last	First	M.I.
Maiden or Former Name:		
Date of Birth:		
Year of Graduation:	OR Dates of attendance:	
Current Address:		
Phone Number:		
Send Transcript To: (Please Print)		
Institution/Organization:		
Attention:		
Street Address:		
City, State & Zip Code:		
Institution/Organization:		
Attention:		
Street Address:		
City, State & Zip Code:		
I hereby authorize Owatonna High Sch	ool to release my transcript to the addre	ss/es listed above
Signature:	Date:	