



CHASKA HIGH SCHOOL
 545 Pioneer Trail
 Chaska, MN 55318
 (952) 556-7100

OFFICIAL TRANSCRIPT REQUEST FORM

(Official Transcripts do not include ACT scores or student Class Rank)

- Payment and a signature are required for processing. The fee for each hard copy transcript is \$5.00; for each electronic copy it is \$2.55 (such as Common App). NOTE: students can also request an electronic copy at www.parchment.com.
- Transcripts will be sent out first class mail within 2-5 days of receiving this request.
- Complete this entire form and return to the registrar's office (payment can be made by check or money order made payable to Chaska High School) to: **Chaska High School**

Please include Class Rank

Attn: Registrar
545 Pioneer Trail
Chaska, MN 55318

Please include ACT test scores. If you choose this, all scores will be sent.

Name: _____
Last First M.I.

Maiden or Former Name: _____

Date of Birth: _____ Year of Graduation: _____ **OR** Dates of attendance: _____

Current Address: _____

Phone #: (Required for contact if there is a problem processing the request.) _____

I would like to pick up my transcripts. Number of copies needed: _____

SEND TRANSCRIPT TO: (Please Print)

1. Institution/Organization _____
 Attention: _____
 Street Address _____
 City, State and Zip Code _____
2. Institution/Organization _____
 Attention: _____
 Street Address _____
 City, State and Zip Code _____
3. Institution/Organization _____
 Attention: _____
 Street Address _____
 City, State and Zip Code _____

I hereby authorize Chaska High School to release my transcript to address(es) listed above:

SIGNATURE: _____ DATE: _____