

**SUNNYSLOPE HIGH SCHOOL  
35 W. DUNLAP AVENUE  
PHOENIX, AZ 85021  
RHONDA KIEHN - CREDENTIALS SECRETARY  
PHONE (623) 915-8788**

- ❖ We are pleased to present you with a fast and reliable method of having your transcript sent to you, a school, a business or institution of your choice.
- ❖ **If any portion of your information is not complete, your request will not be processed. We ask that you carefully go over the transcript request prior to submitting it.**
- ❖ **Be sure to submit a photocopy of your driver's license or current picture ID with your completed form. If this is not provided, your request will not be processed.**
- ❖ Transcripts will be process every Tuesday and Thursday over summer shut down.

**STEPS TO FOLLOW TO FILL OUT THE TRANSCRIPT REQUEST FORM**

1. Current date.
2. Complete birth date.
3. Year you graduated. (ie. 1970, 2005)
4. If you do not remember the year you attended, put a time period that was approximately within the time you attended. (ie. 1970-1974)
5. Print your complete first name.
6. Print your complete middle name.
7. Print the complete last name you used when you attended Sunnyslope High School.
8. Current last name applies if you have had a name change through marriage or other legal court ordered documentation. Your current last name will be indicated on your transcript.
9. A day number to reach you is essential and a transcript will not be sent without it.
10. Test scores, if available, will be sent unless you indicate otherwise.
11. An official transcript will be sent, unless you indicate you would like and unofficial transcript sent.
12. I can fax your request if you provide the complete fax number including the area code and specify whom you would like it sent to the attention of.
13. If you need me to mail your transcript, please be sure the complete name and address is provided. Be sure to include the department if applicable. (ie admissions, nursing program, human resource etc.)

**TRANSCRIPT REQUEST FORM**

Date: \_\_\_\_\_

BIRTH DATE: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Year you graduated \_\_\_\_\_ or Year you last attended \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name while attending school \_\_\_\_\_

Current Name if different \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

TRANSCRIPTS SENT TO A COLLEGE OR UNIVERSITY WILL BE SENT IF YOU SUBMITTED A STUDENT INFORMATION FORM. (Most forms are available on line.) TRANSCRIPTS WILL NOT BE ACCEPTED AT SCHOOLS WHERE YOU HAVE NOT SUBMITTED THIS FORM.

An OFFICIAL transcript has the school embossed seal with stamp and is in a sealed envelope. Your graduation date is on the transcript verifying your graduation and can be used in lieu of a diploma. (These are usually requested for verification of graduation for schools, scholarships, employment etc.)

UNOFFICIAL please indicate if you would like an unofficial sent \_\_\_\_\_

FAX # (\_\_\_\_) \_\_\_\_\_ ATTENTION: \_\_\_\_\_

MAIL TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Written Signature: \_\_\_\_\_