

**FRANCIS HOWELL CENTRAL HIGH SCHOOL**

**TRANSCRIPT REQUEST**

Please fill out this form, sign and return to Francis Howell Central High School. Transcripts will be sent within 48 hours. Allow ten business days if requesting US Mail.

**Email** [fhcguidance@g.fhdschools.org](mailto:fhcguidance@g.fhdschools.org)      **Fax** 636-851-4113

**Mail:** Francis Howell Central High School, ATTN: Guidance Office, 5199 Highway N., Saint Charles, MO 63304

There is no charge for transcripts. Questions? Call 636-851-4668.

Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Your current email \_\_\_\_\_

Send **Official Copy** to: \_\_\_\_\_

Address or Email : \_\_\_\_\_

**Or you may request an UNOFFICIAL copy to be mailed to your home address. A student cannot receive an official copy.**

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

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

**If student is 18 or over, it must be requested by the student.** Parents can no longer make those requests.

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**Office Use Only**

Date Received: \_\_\_\_\_ Date Sent: \_\_\_\_\_