



High School Transcript Request

Student Worksheet

Students, use this worksheet to collect and provide necessary information for asking your previous school to send your official transcript to Excel High School. *Do not send this form to EHS.*

This worksheet *may* be used as a written release to allow your previous school to provide your record. However, you **must** follow the procedure your previous school requires for requesting a transcript. This may be via an online ordering system such as Parchment or Scribbles. In these cases, you can use this worksheet **only** to access EHS contact information for where to send the transcript (below dotted line). *If the high school you are seeking your records from is no longer in operation, contact the Department of Education in the state the high school was located.*

Student Information

Personal Information

Name: _____ DOB: ____ / ____ / ____
First Middle Last Previous Name

Phone Number: _____ Address: _____
Street Address Apt/Unit
City State Zip Code

Previous High School Information

School Name: _____

Grades of Attendance:

Check all that apply

☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

School Address: _____
Street Address Apt/Unit
School Address
City State Zip Code

Middle School ONLY:

☐ 6 ☐ 7 ☐ 8

Year of last attendance _____

Information Release

I authorize an official copy of my transcript be released to Excel High School.

Student Signature: _____ Date: _____

Parent/Guardian (if minor) Signature: _____ Date: _____

Information for Previous School Use

Please send **official transcripts** to Excel High School one of the following ways.

Do not send cumulative files. **Do not** request previous school transcripts from the EHS Parchment Page.

Parchment (Preferred)	https://www.parchment.com/
Email (from school official)	records@excelhighschool.com
Fax (with school cover letter)	952-465-3701
Mail (Attn: Registrar) (sealed, school envelope)	601 Carlson Parkway, Suite 1250 Minnetonka, MN 55305, USA