

**KENT STATE UNIVERSITY  
Career & Community Studies  
218 White Hall  
150 Terrace Drive  
Kent, OH 44242**

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**TRANSCRIPT REQUEST FORM**

To the applicant:

Use this form to request a copy of your high school transcripts be sent to the address above.

To the registrar/counseling office:

Name of High School:

Street City State Zip

Check one or both:

Please send one (1) copy of my high school transcript to the address above.

Please send one (1) copy of my transcript to me.

Amount enclosed: \$ \_\_\_\_\_ (Please telephone your high school to determine transcript fee prior to mailing this form).

Student Name and Address:

\_\_\_\_\_  
Last First MI

\_\_\_\_\_  
Street City State Zip

Social Security/Student ID Number: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature Date