

Woodland Park High School – Transcript Request Form

Date _____ Name _____

Other Names Used (ex: maiden name) _____

Date of Birth _____ Year of Graduation _____

Phone _____ Email _____

Signature _____

There is a 5 day window for processing all transcript requests.

Transcripts: ***We have address labels for Colorado schools HOWEVER you MUST provide full mailing/email address for each in-state or out-of-state school admission office!***

1. School Name: _____ 2. School Name: _____

Mailing Address: _____ Mailing Address: _____

Email Address: _____ Email Address: _____

To complete this request you may do one of the following:

- ~ Students may give this form to Mrs. Merson in the Counseling Department at WPHS.
- ~ Mail this form to:
Woodland Park High School
Attn: Registrar
PO Box 6820
Woodland Park, CO 80866
- ~ FAX this form to (719) 687-8411
- ~ Email this form to smerson@wpsdk12.org . Please be sure to include your name, date of birth, graduation year, and the complete mailing address of the college.

Please note: Colleges and universities will not accept transcripts from applicants as OFFICIAL records.