

CLARE PUBLIC SCHOOLS

Transcript Request

- Items sent directly to the graduate will not be considered official unless specific instructions are given to place the items in a sealed and signed envelope.
- Any graduate requesting items to be sent directly to them must provide proof of identification (valid photo ID) – this can be scanned/emailed along with this form to:
 - CGallihugh@clare.k12.mi.us if a Clare High School graduate
 - JNewkirk@clare.k12.mi.us if a Pioneer High School graduate

Date of Request: _____

Student's Name While Attending Clare Schools: _____

Date of Birth: _____ Year of Graduation: _____

Graduated from (circle one): Clare High School **or** Pioneer Alternative/Adult Ed.

Contact Number: _____ Email: _____

Item(s) Requested:

- Official Transcript
- Unofficial Transcript
- Other (specify): _____

Special Instructions:

Item(s) Should Be:

- Mailed to: _____

- Faxed to: _____
- Emailed to: _____ (Valid Photo ID Required)
- Picked up by: _____ (Valid Photo ID Required)

FOR OFFICE USE ONLY	
Date Item(s) Mailed/Faxed/Picked Up:	
Processed By:	