

# 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/mailed along with this form to:**

[RMagnus@clare.k12.mi.us](mailto:RMagnus@clare.k12.mi.us)

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:

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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:	