



Struthers High School

111 Euclid Ave.
Struthers, OH 44471
(330)750-1062

OFFICIAL TRANSCRIPT RELEASE FORM

1. Fill out the Student Records Request Form.
2. Sign form to authorize release of information.
3. Include a \$2.00 payment with form-cash or money order only-no personal checks. Students owing other fees while in school must pay the money in full before a transcript can be sent.
4. Form can be mailed to: Struthers High School, Transcript request, 111 Euclid Ave., Struthers, Ohio 44471.
5. Form can be faxed to: 330-755-4525-Please be advised that we cannot send the transcript with a fax request until the \$2.00 fee is paid.

Transcripts can be mailed to the place you request if we have the \$2.00 fee and there are no Hold Fees on your high school record.

**UNOFFICIAL TRANSCRIPTS CAN BE FAXED
BUT THE \$2.00 FEE MUST BE PAID UP FRONT**

Arrangements for picking up the transcripts must be made with the High School secretaries @ 330-750-1062, ext. 41308 or 41324. Please dial the high school if you need assistance.

Last Name First Name Maiden Name Date of Birth

Year of graduation

Name of College

Address of College, Apprenticeship or Job Related

Date

Student signature (NOT TO BE PRINTED)