

COLUMBIA CENTRAL HIGH SCHOOL TRANSCRIPT REQUEST

If you are still attending Columbia Central High School and need a transcript for a college or scholarship, see your counselor.

If you have already graduated and need a transcript, please print & complete this document , or send the required information on a separate piece of paper, along with a check payable to "Columbia Central High School" for \$2.

Transcripts will not be processed with incomplete information or incorrect/missing payment. Please allow 5 business days for processing. Faxing of transcripts is prohibited due to their confidential nature. Questions or requests for additional information should be emailed to: Gail.Tolford@myeagles.org.

Address for Mailing:

Transcripts
Columbia Central High School
11775 Hewitt Road
Brooklyn, MI 49230

Retain this half for your records.

PLEASE PRINT

Name while attending high school: _____

Year of Graduation: _____ Date of Birth: _____

Phone: _____ Email: _____

Number of Transcripts: _____ Official or Unofficial (official transcripts are envelope sealed)
Circle one

Mail Transcript(s) _____ Hold in High School office for pick-up _____

Mailing address(es):
School or other recipient _____

Street: _____

City, State, Zip Code: _____

Amount Enclosed: _____

If you please

*would like email confirmation of mailing,
check this box and leave your email address above.*