

# Alumni Transcript Request

**\*\*Important: This form is for alumni to order by CASH or MONEY ORDER only.\*\***

**There is a \$5.00 charge for each transcript**

(Money Order payable to Hartland High School, we apologize but we are unable to accept personal checks)

I authorize Hartland High School to release my high school transcript.

I will pick up my transcript

Please mail my transcript to: (include full address)

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Name At Time Of Graduation: \_\_\_\_\_ Birthdate \_\_\_\_\_

Graduation Year \_\_\_\_\_ Current Phone Number \_\_\_\_\_

Print Your Full Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Transcript requests will be processed in 5-7 business days

Mail in or drop off form with payment to:

Hartland High School  
Counseling Office  
10635 Dunham Road  
Hartland, MI 48353

To Request Test Scores You Must Contact:

ACT: [www.act.org](http://www.act.org) or 319-337-1270

SAT: [www.collegeboard.com](http://www.collegeboard.com) or 609-771-7600

AP Tests: [www.collegeboard.com](http://www.collegeboard.com) or 888-225-5427