

FRANCIS HOWELL UNION HIGH SCHOOL

TRANSCRIPT REQUEST



Transcripts will have a 48 hour turn around time. Please allow ten business days in the mail after we receive this form. Please fill out the form, sign and fax to Francis Howell Union High School at **636-851-4127** or mail to Francis Howell Union High School, Attention: Guidance/Transcript, 1405 Hwy D, Saint Charles, MO 63304. You may also e-mail your request to Janice.popham@fhdschools.org

There is NO charge for transcripts.

If you have any questions, please call FHU at 636-851-5121.

NAME: _____
Maiden Name: _____
Year of Graduation: _____ Date of Birth: _____
Current Phone Number: _____

Send Official Copy to: _____
Address: _____

You may request an UNOFFICIAL COPY to be mailed to your home address. A student cannot receive an "official copy"

Signature of Graduate: _____

If the student is 18 or older, the transcript request must be made by the student.
The parent can no longer request transcripts for the student.

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Office Use Only

Date Received: _____ Date Sent: _____