

**Van Wert High School**  
**10708 State Route 118 South**  
**Van Wert, Ohio 45891**  
**(419)238-2180**

**Transcript Request Form**

*Students who have been out of school over 4 years need to enclose a \$3.00 fee with this request. Transcripts will not be released until the fee is paid.*

Full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Years of Attendance \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Number of copies requested \_\_\_\_\_

Telephone number to notify when transcript maybe picked up \_\_\_\_\_

Or send transcript to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Emails may be directed to [L\\_Westgerdes@vwcs.net](mailto:L_Westgerdes@vwcs.net) (RE: transcript order)

For Office Use Only

Date Paid \_\_\_\_\_ Date Ordered \_\_\_\_\_