



## Transcript Request

### Steps to order transcripts:

Step 1 – Pay the transcript fee on school pay: <https://www.schoolpay.com/pay/for/Graduation-Postage/Se0TNpO>. Each transcript is \$2.00. Complete a separate copy of this form for each transcript.

Step 2 - Please submit this completed form to [Lana.Utzinger@ocps.net](mailto:Lana.Utzinger@ocps.net) along with a copy of your school pay receipt.

Step 3: You will need to pick up the physical transcript or note that you would like the transcript sent electronically.

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Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Options (check one per form):

1.  Send electronic transcript to: \_\_\_\_\_ (School Name)
2.  Pick up physical transcript in 2 to 3 business days from WHS front desk.

Personal Email Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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