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 roberta.hughes@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.

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: _____