



Grandville Public Schools

Grandville High School
4700 Canal SW
Grandville MI 49418
(616) 254-6446
Fax: (616) 254-6447

Official High School Transcript Request Form

To release a student's transcript, a signed written request must be submitted to the Counseling Office. It is the policy of many colleges that an official transcript must be submitted directly from the high school.

There is a \$1.00 fee per transcript for individuals who are not current high school students.

Please Print:

Last Name _____ Maiden Name _____

First Name _____ Birthday _____

Current Address _____ Phone _____
Street

_____ City State Zip

Year of Graduation _____

I authorize my official transcript and ACT/SAT scores to be released to the following college(s):
(please print)

Name of College/University: _____

Address _____

City, State, Zip _____

Signature _____ Date _____

Please mailed completed request to: Counseling Office
Grandville High School,
4700 Canal SW
Grandville MI 49418

Please enclose \$1.00 for each transcript requested.