Today's date_____

TRANSCRIPT REQUEST FORM

We print two transcripts per request!

_____ _____

Last Name First Social Security Number

_____ _____

Name/Names your records could be under Birth Date

_____ _____

Current Address Graduation Date

_____ _____

City State Zip Student Signature

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Please check the box desired:

□ I will pick up transcript at Oak Brook Baptist

□ Please mail the transcripts to my current address above.

We **do not** mail transcripts to colleges or universities Unless a formal request from the school is made. Students must keep the official transcript sealed for it To remain official!

Request Purpose

Where will the transcript go?

□ Job □ Military □ For myself (unofficial)

□ College _____

List the name?

How to Request a Transcript

1. Print & Complete this form do not leave anything blank
2. Make a copy of your ID (if mailing or faxing)
3. Purchase a money order for **$5.00** (Transcripts are 2 for $5)
4. Mail all items to: Oak Brook Baptist School
   5909 W. Loop South #340
   Bellaire, TX 77401

Students will receive transcripts within 10 to 14 days!