

TRANSCRIPT/ IMMUNIZATION/DIPLOMA REQUEST

REQUESTING: Transcript _____ Immunization _____ Diploma _____ \$25

Date Requested: _____ Date request completed: _____

Transcript Official: _____ Copy: _____ (to be filled in by HHS Office)
(# you want) (# you want)

_____ Amount Paid (\$5 for 2 for Transcript, Immunizations or \$25 for replacement Diploma)

Name (PRINT): _____

AKA/Maiden/Other Name: _____

Helena HS _____ Access to Success _____ Project for Alternative Learning _____

Year Graduated _____ or Last Attended: _____

DOB (to verify individual): _____

Phone # (in case of questions): _____

Will Pick Up - Date/Time: _____

College/Scholarship/Military/Employment/Self/Etc. (Circle One)

To: _____

Attention: _____

Address: _____

City /State/ Zip: _____

Fax or Phone: _____

Email Address: _____

Your Sign Signature: _____

All requests must be written or in person. (No phone requests)

Fee: No charge for current students or last year students! (Excluding Diplomas)

No information will be given over the phone. If the person is under 18 parents may get Transcript/Immunizations, if the person is over 18 only that person can request the transcript or immunizations.

All other requests there is a \$5.00 charge for the first 2 documents (2 for \$5) and then a \$1.00 for each additional document (per original request) Replacement Diploma \$25 takes 4-6 weeks. Check, cash or money order. Fees must be paid before document will be sent out! All fines must be paid also.

Please send request and money to Helena High School Attn: Patsy Althof

1300 Billings Ave Helena, MT 59601. If you have questions please call 406-324-2200

Fax 406-324-2201 email palthof@helenaschools.org

Comments: