

Ronald Clark  
Principal

1020 Highway 4 East  
New Site, MS 38859

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Counselor

## New Site High School

### Transcript Request Form

Complete the following information and return to the school office in person, by mail, or fax.

**Full name at the time of graduation:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Your current mailing address: \_\_\_\_\_

**Check one of the following options:**

- 1) \_\_\_\_\_ Please mail my transcript to the following address:  
\_\_\_\_\_
- 2) \_\_\_\_\_ Please fax my transcript to the following number \_\_\_\_\_
- 3) \_\_\_\_\_ I would like to pick up a copy of my transcript in person
- 4) \_\_\_\_\_ Please email an electronic copy of my transcript to the following email address:  
\_\_\_\_\_

\*\*I understand if I am requesting my transcript for admission to a college or university, the college or university will only accept a transcript that has been sealed and signed by the school counselor. Once the envelope has been opened, it is no longer considered "official." \*\*

Printed Name (current): \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

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