

REQUEST FOR OFFICIAL HIGH SCHOOL TRANSCRIPT OR GED CERTIFICATE



TO THE STUDENT:

- You will need a personal copy of your transcript for your own use in the program. Please request an additional copy for your records.
- Some schools charge a small processing fee. Please contact the school directly to determine its requirements before mailing this request.
- DO NOT send this form directly to Crossroads College.
- Copy this form if you attended more than one institution.

MAIL THIS FORM TO THE INSTITUTION FROM WHICH THE TRANSCRIPT IS BEING REQUESTED.

PERSONAL INFORMATION

Name (last, first, middle initial)

Mailing Address

City, State, Zip

Daytime Phone (_____) _____

Evening Phone (_____) _____

Email

Date of Birth

Soc Sec Number

Please check one: High School Graduate, Year: _____
 GED Certificate, Year: _____

Name used when attending this institution or school

Number of Transcripts Requested: _____

Student Signature

Date

TO THE REGISTRAR:

OFFICIAL TRANSCRIPT MUST INCLUDE SEAL, SIGNATURE, AND DATE.

Mail one copy to: **Crossroads College
Compass Adult Studies Department
920 Mayowood Road SW
Rochester, MN 55902-2382**

Mail any additional copies to the student's address listed above.