



REQUESTING A TRANSCRIPT OR RECORDS

Requesting a transcript or records in PERSON:

1. Print this request form and complete the required information.
2. Call Student Services at 216-797-2932 to request a transcript.
Current Euclid High School graduates should call 216-797-7814 to schedule an appointment to request a transcript.
3. Proper photo identification must be presented.
4. **The fee for transcripts is \$5.00**, payable with cash or money order (no personal checks).
5. **The fee for records is \$0.10 per copied page**, payable with cash or money order (no personal checks).

Requesting a transcript by U.S. MAIL:

1. Print this request form and complete the required information.
2. Enclose a copy of your **state ID or driver's license**.
3. Include the fee of **\$5.00 cash or money order** (payable to Euclid City Schools).
4. **Mail the above to:**

Euclid Board of Education
Student Services-Transcripts
651 East 222 Street
Euclid, OH 44123

Upon receipt of your request, please allow 24 hours to process all requests.

Please note that outstanding student fees must be paid before your transcript will be issued. The fees may be paid in the Treasurer's Office at the Euclid Board of Education.

Please complete the form below. Please PRINT.

1. Name on Transcript/Records _____
2. Current Last Name (if married or name change) _____
3. Birth Date _____ Year of Graduation or Withdrawal _____
4. Phone Number _____ Email Address _____
5. Information Requested (please check):
 - Official Transcript (sealed envelope) (\$5.00 per transcript)
 - Unofficial Transcript (personal copy) (\$5.00 per transcript)
 - Special Education Documents (\$.10 per copied page)
 - Medical Records (\$.10 per copied page)
 - Other _____
6. **Instructions - Please check.**
 - Mail**
 - _____ School or Business _____ Attention (ex. Admissions) _____
 - _____ Street Address _____
 - _____ City _____ State _____ Zip Code _____
 - Will pick up and take the transcript/records with me.**
7. **Signature** _____ **Date** _____

FOR OFFICE USE ONLY

Number of transcripts _____ \$5.00 per transcript \$ _____ Number of copied pages _____ \$0.10 per copy \$ _____
Cash _____ Money Order # _____ Date mailed or faxed _____ Initials _____