



# Mason High School Transcript Request Form

Soaring to Excellence

Please print this form, complete, and remit payment of **\$5.00** with your request.

Date of Request \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First Middle

Maiden Name \_\_\_\_\_ (name at graduation if different from above)

Street Address \_\_\_\_\_  
Street Number Street Name Apt/Lot

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Year of Graduation \_\_\_\_\_ or Last Year Attended (if you did not graduate from Mason) \_\_\_\_\_

Please disclose any further information that you think might help us obtain your educational records:

If you need more space, please use the back of this form.

Please indicate below where you would like your educational record sent to. ACT/SAT scores will be included.

SELF  COLLEGE  OTHER

College/Business/Self \_\_\_\_\_

Street Address \_\_\_\_\_  
Street Number Street Name Ste/Rm/Hall

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature (parent/guardian, if under age 18) \_\_\_\_\_

### Make checks payable to Mason High School. Allow 2-3 business days for processing.

Mason Consolidated Schools has contracted with Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient funds (NSF). The school district will continue to accept your checks. When you provide a check as payment you authorize us to collect the face amount of your check plus applicable fees through an electronic fund transfer from your account if your payment is returned unpaid.

**Please include the following on your check: Full Name, Street Address, and Phone Numbers.** If there are any questions regarding your check, please contact the Mason Consolidated Schools Business Office.

Please remit the fee of \$5.00 per set of transcripts and send to:

**Mason High School  
Student Services  
2400 Mason Eagles Drive  
Erie, MI 48133**

<b>Office Use Only</b>		
Date Received _____	Payment Received _____	Cash/MO/Check# _____
Date Processed _____	Circle One: Graduate	Drop/Transfer Not Available