

REQUESTING A TRANSCRIPT

Transcript request forms can be completed in the high school office with a fee of \$2.

A transcript includes...

- **all of your high school grades**
- **Act scores**
- **date of graduation**
- **final class rank**
- **final grade point average**

The office staff will mail the transcript to any college or university. If you are not able to come into the office, you can mail your request and \$2 payment to...

Havana High School
501 S. McKinley
Havana, IL 62644

Please include the following...

- **your name**
- **your maiden name if necessary**
- **the year you graduated**
- **and where you would like us to send your transcript.**