

**INSTRUCTIONS**

1. Complete all of the information below.
2. SIGN THE REQUEST.
3. Submit the Transcript Request Form
  - a. Email to: [shannon.young@kUSD27.org](mailto:shannon.young@kUSD27.org); OR
  - b. Fax to: 1.928.697.2195; OR
  - c. Mail to: Monument Valley High School  
Registrar's Office  
P.O. Box 337  
Kayenta AZ 86033

\*\*\* Please note that we **DO NOT** grant transcript request over the phone. \*\*\*

## STUDENT INFORMATION

Name: \_\_\_\_\_  
*Last* *First* *MI*

Previous Name(s): \_\_\_\_\_ D.O.B \_\_\_\_\_  
*MM/DD/YYYY*

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

## Transcript Information

How many copies of: Official \_\_\_\_\_ Unofficial \_\_\_\_\_

Date of Graduation: \_\_\_\_\_  
*MM/DD/YYYY*

Send To: \_\_\_\_\_

Name of Office: \_\_\_\_\_

Address: \_\_\_\_\_

Fax To: \_\_\_\_\_ *(Please note, faxed transcripts are considered unofficial)*

## OFFICIAL SCHOOL USE ONLY

Date Completed : \_\_\_\_\_ Completed By: \_\_\_\_\_

Transcript(s) were: Mailed Faxed Picked up by: \_\_\_\_\_