



OFFICIAL TRANSCRIPT REQUEST

Roy High School
2150 W. 4800 S.
Roy, Utah 84067
Phone: 801-476-3600 Fax: 801-476-3699

Name: _____ Date: _____

Birthdate: _____ Graduation Year: _____

Phone: _____

Number of Copies Needed: _____ Fee of \$2.00 per copy (Cash, Check or Money Order)

I authorize Roy High School to release a copy of my transcripts.

Signature: _____

- AP, ACT and SAT score will be included with all transcripts
- All requests must be complete and signed
- Make Payment payable to Roy High School – Payment Must accompany request
- Requests may be mailed or brought directly to the school
- Please allow up to 2 weeks for processing
- Transcripts must remain sealed, otherwise they are not “official”

Please send my transcript to:

College/University _____

Person or Department _____

Address _____

City _____ State _____ Zip Code _____