



Past Graduate Transcript Request

****OFFICIAL TRANSCRIPTS MUST BE MAILED FROM THE SHS
GUIDANCE OFFICE****

**THERE IS A \$2.00 PROCESSING FEE PER
TRANSCRIPT FOR PAST GRADUATES**

**MAKE CHECKS/MONEY ORDERS PAYABLE TO:
"Butler Area School District"**

DO NOT DOWNLOAD DOCUMENT. PLEASE TYPE INFORMATION AND THEN PRINT DOCUMENT, SIGN AND MAIL TO ADDRESS BELOW.

Graduation Year (or last year attended):

Last Name (or maiden name):

First Name:

Middle Name:

Current Name, if Applicable:

Date of Birth:

Signature: _____

Telephone Number:

Building Graduated From:

Complete Current Address (will be typed on **OFFICIAL TRANSCRIPTS ONLY**):

MAIL TRANSCRIPT TO (include name of college and complete address):

**WE MAIL OFFICIAL TRANSCRIPTS ONLY TO COLLEGES/UNIVERSITIES. IF YOU REQUEST A
TRANSCRIPT TO BE RETURNED TO YOU, IT WILL BE UNOFFICIAL.**

Mail completed form and cash, check, or money order to:

Butler Area Senior High School
ATTN: Guidance Office
120 Campus Lane
Butler, PA 16001

Phone # 724-214-3212
Fax # 724-287-0100