



ENHS Official Transcript Request

22876 E. Highway 86 • Granby, MO 64844

Phone (417)472-6238 • Fax (417)472-7129 • registrar@eastnewton.org

August- May Office Hours: Mon-Fri 8 AM-3 PM • June- July Office Hours: Mon-Thurs 9 AM- 2 PM

All transcript requests will be processed within 7-10 business days. Please call the high school office if you need a rush placed on your request and we will attempt to honor that request.

Student Information

Student Name: _____
Last First M.I.

Former Names: (if applicable): _____ DOB: _____
MM/DD/YY

Year of Graduation or last date of attendance: _____

Daytime Phone: (____) ____ - _____ Email: _____

Signature: _____

Delivery Options (select all that apply)

- ☐ Pick up in person at ENHS _____ # of copies to be picked up in a sealed envelope
- ☐ Pick up by someone other than you at ENHS. _____ # of copies to be picked up in a sealed envelope
Name of person: _____
NOTE: The person you authorize to pick up your transcript will be required to show picture ID for your transcript to be released.
- ☐ Fax transcript to: (____) ____ - _____ Attention: _____
NOTE: Some businesses/institutions may not accept a faxed transcript as official. Please check with receiver before requesting transcript.
- ☐ Email transcript to: _____ Attention: _____
- | | |
|--|---|
| <input type="checkbox"/> Mail transcript to: | <input type="checkbox"/> Mail Additional transcript to: |
| _____
Company/Educational Institution | _____
Company/Educational Institution |
| _____
Individual's Name &/or Office | _____
Individual's Name &/or Office |
| _____
Address 1 | _____
Address 1 |
| _____
Address 2 | _____
Address 2 |
| _____
City State Zip Code | _____
City State Zip Code |

*Transcript request can be emailed, mailed, or dropped off at the ENHS office.