

Transcript Request
Unatego Jr. Sr. High School
2641 St. Hwy 7
Otego, NY 13825

Directions: *Mailing official transcripts is important business. Please complete this application thoroughly and submit it directly to the Student Services Office. Transcript requests should be submitted at least one week prior to your requested mailing date. If you have any questions, call us at 607-988-5001. You may also fax your form to us. Our fax number is 607-988-1050.*

Student _____
Last name of student when attended Unatego _____
DOB _____ SS# _____
Your address _____
Phone _____ Graduation Year _____

College Name _____
Intended College Major _____ Minor _____
College Decision type: (check one)
 Regular Decision
 Early Decision Binding or Non-binding (circle one)

Transcript mailed to _____
Institution Name _____
Street Address _____
City _____ State _____ Zip _____

PLEASE CHECK ONE OF THE FOLLOWING

- Applied online send ASAP
- Application sent separately send ASAP
- Hold to be sent with application

****All transcripts are sent directly unless we are directed otherwise. Transcripts that are held will be mailed automatically after 2 weeks.***

Recommendations to be sent:

Name	Enclosed	Mailed Separately	Name	Enclosed	Mailed Separately
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FOR OFFICE USE ONLY

CODE #

Date of Request	_____	_____
Date Transcript Completed	_____	_____
Date Transcript Postmarked	_____	_____
Date Postcard Returned	_____	_____

Counselor's Comments _____

