



TRANSCRIPT REQUEST INFORMATION

Mayville High School

The Guidance Office will be happy to process your transcript request within 3 working days.

Please provide the following information:

- *Name – if you are now married please list your maiden name
- *Year of Graduation – if you did not graduate, please list your last year of attendance
- *Date of request
- *Telephone number
- *Address where the transcript is to be mailed
- *Your signature

There is a \$3.00 fee for each copy of your transcript.

How to request your transcript:

1. **In person** at the Mayville High School – Guidance Center is located in Room 202A. Mrs. Weyer, Guidance Secretary, is available Monday-Friday from 7:30am-3:15pm during the school year. During the summer please go to the Main Office.
2. **By Mail** – send the following form to: Carol Weyer, Guidance Secretary
Mayville High School
500 N. Clark Street
Mayville, WI 53050
3. **E-mail** request to: cweyer@mayville.k12.wi.us

Upon receipt of your request and the \$3.00 fee per transcript a copy of your transcript(s) requested will be processed.

Note: There will be no processing fee for the current graduating class. The fee goes into effect for the current graduating class on August 1st.

PERMISSION TO RELEASE RECORDS

**Carol Weyer, Guidance Secretary
Mayville High School
500 N. Clark Street
Mayville, WI 53050
cweyer@mayville.k12.wi.us**

I hereby authorize Mayville High School to release a copy of my transcript.

Name _____

Maiden Name _____

Date of the request _____

Year of Graduation _____ (If you did not graduate, list years of attendance)

Telephone Number _____

Mail Transcript to:

Signature _____

*Please mail this request to the address listed at the top of this form.

***Remember to include with this form a \$3.00 check or money order payable to:
Mayville High School for each copy of a transcript requested.**