

Transcript Request

Please fill out this form, sign, and mail or fax to:

Sorenson's Ranch School
Office of the Registrar
PO Box 440219
Koosharem, UT 84744

Phone: (435) 638-7318; Fax: (435) 638-7582; Email: marleneh@sorensonsranch.com

Student Name (print clearly) Last			First			Middle		
Other Name(s) used while attending SRS					Date of Birth (mm/dd/yyyy)			
Street Address					Telephone Number			
City			State			Zip Code		
E-mail Address			Date first enrolled (mm/yyyy)			Date withdrawn (mm/yyyy)		
Student Signature (Transcript cannot be sent without student's signature, if over 18)								
Parent/ Guardian Signature (Required if student is under 18)								
Mail to: (Please use a separate form for each different addressee)								
Fax to: () - Attn: _____								
<p>Please Check All that Apply:</p> <p>_____ Unofficial transcript (\$5.00 – fax or mail)*</p> <p>_____ Official transcript – signed and sealed by registrar (\$10.00 – mail only)*</p> <p>_____ Official transcript sent certified mail (\$15.00 – includes transcript and standard postage)*</p> <p>_____ Photocopy of Diploma (\$5.00-fax or mail)*</p> <p>_____ Replacement Diploma (\$50.00-diploma and \$4.95-postage)*</p> <p>_____ Add 24-Hour service (\$5.00 – processing time only; does not include mailing/ delivery time)</p> <p>* Postage fees included are for standard mail only. Overnight, two-day, UPS, FedEx, etc. are an additional expense. * Please allow 5 business days for processing; does not include mailing/ delivery time. Transcripts of records prior to 1996 will take an additional 3 days to process. * Transcripts paid for by personal check (made payable to Sorenson's Ranch School) will be held until the check clears.</p>								
_____ Mail / fax immediately			_____ Mail/ fax after SRS withdrawal			_____ Mail/ fax after graduation		
If you would like to pay by credit card, the following is REQUIRED:								
Credit Card #: _____ Expiration Date: _____ cvv code: _____								
Credit Card Statement Address: _____ Zip Code: _____								
Card Holder's Signature: _____								
Please note: All financial obligations to SRS must be satisfied before transcript can be released.								