



TACOMA BAPTIST SCHOOLS

www.tacomabaptist.org

FOR OFFICE USE ONLY:

DATE SENT: _____

SENT BY: _____

Notes (i.e. fee/payment):

REQUEST FOR TRANSCRIPT

As a current student applying to colleges, the Tacoma Baptist Counselor's Office is here to assist you by offering up to 10 free transcripts (additional will be \$5/each). **Former TBS students will be charged \$5 per transcript.**

To request a transcript, please submit all necessary information by:

1. Filling out the information requested below in full
2. Mail, fax or drop off your request plus payment to: Tacoma Baptist High School– Attn: Counselor
2052 S 64th St, Tacoma WA 98409 or 253.302.3591 (fax)
3. Contact the Counselor at 253.475.7226 ext. 193 to verify receipt

STUDENT/ALUMNI CONTACT INFORMATION

Student/Alumni Name: _____

Last Name

First Name

Maiden Name (if applicable): _____

Graduation Year: _____ Phone #: _____

Please send a copy of my transcript as noted below. I understand that the transcript will be available for pick-up or mailed out within 3-5 business days. If the college/business deadline will not allow time for normal Tacoma Baptist processing plus delivery time (3-5 days depending on where it is being mailed), I will contact the school by phone to discuss options for rush processing.

Submitted by: _____ Date: _____

Student/Alumni signature

Fill out information completely

Type of Transcript: **Choose one option*

____ OFFICIAL (sealed and unable to view)

____ NON-OFFICIAL

☐ Please send to:

College/Business Name: _____

Attn: _____
(i.e. Admissions, Department of Education, Scholarship Committee, etc.)

Address: _____

City: _____ State: _____ Zip: _____

Additional Info (if applicable): _____

☐ I will pick up in the High School Office. Please call when ready.