



FAIRFIELD LOCAL SCHOOLS
11611 SR 771 Leesburg, OH 45135
Fax Number 937-780-2841
GUIDANCE OFFICE
TRANSCRIPT REQUEST FORM

This form must be completed in full before any transcript can be sent. I understand that I must allow up to one week for processing and mailing.

Please mail or fax the form to the school . You may also bring the completed form to the HS office.

WE DO NOT HAVE COPIES OF DIPLOMAS

First Name	Middle Initial	Maiden Name	Last Name
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Street Address	City	State	Zip Code
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Date of Birth	Graduation Year	Home Phone Number
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Name /Address of College or Company where transcript is to be sent. Only official transcripts will be mailed. Unofficial transcripts can be faxed, if the fax number is provided.

Signature /Date