Request for Records
Mt. Vernon High School

To request an **official** or **unofficial** copy of your transcript, you must complete this request form. You may return it by mail to:

Cyndi Roach
Mt. Vernon High School
8112 N 200 W
Fortville, IN 46040
317-485-3131 ext. 1691

There is a $2.00 processing fee for each transcript requested. After receipt of this form and fee, records will be mailed within 48 hours unless stated otherwise (see below.)
If you bring the form into our office, please bring check or exact cash as we do not have change available and we are unable to take credit cards.

Name while attending MVHS:

_____ _____
First Last

Date of Birth: _____ Year of Graduation: _____

Records requested:
_____Official transcript (mailed directly to college)
_____Unofficial transcript
_____Immunization Record
_____Other Record _____

Records will be picked up: _____ Date _____

Address where records are to be mailed:
Name: _____

Address: _____

City: _____

State/Zip: _____

Signature: _____

Name Printed: _____

Date: _____ Phone: _____