

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) 893-3175; Fax: (435) 893-3233; Email: christinef@sorensranch.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E-mail Address	Date first enrolled (mm/yyyy)	Date withdrawn (mm/yyyy)	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>			
<p>_____ Mail / fax immediately _____ Mail/ fax after SRS withdrawal _____ Mail/ fax after graduation</p>			
<p>If you would like to pay by credit card, the following is REQUIRED:</p> <p>Credit Card #: _____ Expiration Date: _____ cvv code: _____</p> <p>Credit Card Statement Address: _____ Zip Code: _____</p> <p>Card Holder's Signature: _____</p>			
<p>Please note: All financial obligations to SRS must be satisfied before transcript can be released.</p>			