

OFFICIAL TRANSCRIPT REQUEST FORM

Please send an official transcript of my high school record directly by mail or via a third-party transcript service such as Parchment™ or ScriptSafe™ to:

- Penn Foster High School
Attn: Stephanie Benoit – Guild B2B
925 Oak Street
Scranton, Pennsylvania 18515

or,

- email an official copy to:
guildtranscripts@pennfoster.edu

[Note: For transcripts to be official, they need to be sent directly to us by the school.]

For the High School Guidance Department

Please include this form with your mail or email of the official transcript.
Also, please let us know if the student's name is different from the name on the record
(i.e. maiden name, court-ordered change).

Student Information (to be filled out by the student)

Student name:

I attended your school from: _____ to _____

My full name at that time was:

My full address at that time was:

Date of Birth:

Penn Foster High School Student Number (if already enrolled):

Signature: