

BYU Independent Study

High School Transcript Request Form

This form is for BYU Independent Study high school-level courses only. **In order to receive your high school transcript, this form must be filled out completely and submitted to our office. Please make sure that your grades are posted before submitting this form.** Please note that all express mail requests received before 12:00 PM MST will be sent the day they are received. Please allow 3-5 business days for processing of all other requests.

STEP 1: STUDENT INFORMATION

Current Name (Last, First, Middle)		All Other Names Used	BYU Net ID	Date of Birth:
Current Street Address			City	State Zip Code
Parent/Legal Guardian's Name (list only one)	Parent/Legal Guardian's Email Address	Parent/Legal Guardian's Phone Number	BYU High School 4-Year Program (if applicable): Standard Advanced Adult N/A	
<small>A confirmation email will be sent to the email address listed on the student's account once charged.</small>				

STEP 2: DESTINATION FAX # or ADDRESS (include institution/name, street address, state and zip code)

Mail ____ (# of copies) to address: Standard Mail (\$5 per transcript) Express (\$15 + \$5 per transcript*) Faxed (\$10 per transcript)	Comment or Note
Mail ____ (# of copies) to address: Standard Mail (\$5 per transcript) Express Mail (\$15 + \$5 per transcript*) Faxed (\$10 per transcript)	Comment or Note
Mail ____ (# of copies) to address: Standard Mail (\$5 per transcript) Express Mail (\$15 + \$5 per transcript*) Faxed (\$10 per transcript)	Comment or Note

STEP 3: SIGN

Signature: (Required)	Date:	Send Transcript Request to one of the following: Fax: (801) 422-8501 Mailing Address: BYU Independent Study Attn: High School Programs 103 HCEB 770 E University Pkwy Provo, UT 84602
HELPFUL REMINDERS: <ul style="list-style-type: none"> Do not send in request form until after final course grades have been posted on account; grades not posted are not listed on transcript. Tracking #s are only available for express transcripts (usually 24 hours after transcript sent). Check with your academic institution to make sure that faxed transcripts are acceptable. We cannot fax transcripts to international numbers. Express fees for transcripts sent internationally: \$19 + \$5 per transcript Contact info for questions regarding request: (801) 422-8122 or toll free at 855-381-2621 		
*Each destination requires its own \$15 express fee (limit 3 transcripts per express envelope).		

STEP 4: PAYMENT

Note: Credit card information is destroyed once request has been processed!

If paying by check, make payable to BYU Independent Study .	Card Number	Visa	MasterCard
		Discover	American Express
	Cardholder's Signature Authorizing Charge		
	Exp. Date	Security Code	