



**SLINGER HIGH SCHOOL**  
SCHOOL DISTRICT OF SLINGER  
209 Polk Street • Slinger, WI 53086



**Tel: (262) 644-5261 • Fax: (262) 644-0479**

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### TRANSCRIPT REQUEST INFORMATION

The Counseling Office will be happy to process your transcript request in a timely manner. The permission to Release Records form is necessary to process your request. The following information is required:

- Name (if you are now married, please provide your maiden name)
- Year of Graduation (if you did not graduate, provide the last year of attendance)
- Address where to mail transcripts (home, work place, or college)
- Your signature

Please note: There is a \$5 fee for each of your transcript that is processed through Slinger High School. Upon receipt of your request and the \$5 fee, a copy of your transcript will be processed.

There are two ways to obtain a copy of your transcript from the high school:

1. In person – come to the Guidance Office between the hours of 7:00 am and 3:00 pm, Monday through Friday, to sign a form; remember to bring \$5 cash, check or money order payable to Slinger High School (please note summer hours vary; call 644-5261 prior to coming in).
2. By mail – complete the attached form and mail it to the address as listed on this letterhead. Be sure to include the payment for each transcript.

However, a third option may be available online through Parchment, an online service. This service is available for most colleges and some scholarships for a lower fee. Please see reverse side of this letter for more information.