

INSTRUCTIONS:

1. Fill out request form for your college transcript.
2. Mail or fax request to your high school counselor or transcript clerk.

REQUEST FOR HIGH SCHOOL TRANSCRIPT

TO: High School Counselor's Office

High School

High School Mailing Address

High School City

State

Zip Code

Please send one (1) official transcript of my academic record. If I have not graduated, a partial transcript showing academic history to date can be faxed or emailed to the school. The final official transcript showing graduation date should be **mailed** immediately after graduation to:

**Southern University @ Shreveport
Office of Admissions
3050 Martin Luther King Jr. Drive
Shreveport, Louisiana 71107
admissions@susla.edu
Fax: 318-670-6483**

Sincerely,

Student Signature

PLEASE PRINT

Student Name

SSN

Birthdate

Student Mailing Address

City

State

Zip Code

To Student Requesting Transcript:

Most institutions require a fee before issuing a transcript. You can save time by including your payment with this request. You should indicate your name, as it was when you attended the school, for reference purposes.