

# JDCHS Graduates Official Transcript Request

(use this form if you have graduated or your graduation year has passed)

“Official” transcripts must be sent directly from Juan Diego Catholic High School. They cannot be given to a student to be hand carried or delivered to an institution or program. If so, the institution receiving reserves the right to not consider the transcript “official.”

Former students over the age of 18 must request their own transcript. The parent (or other relative or friend) of a graduate cannot request a transcript. If a third party is requesting the transcript (as school, military, employer or other training program), a release from that institution signed by the former student MUST accompany the request. Transcripts will not be released without the former student's permission!

**Processing the transcript:** There is a \$5.00 fee for all graduates. JDCHS accepts cash, checks (to JDCHS), or credit cards. Payment must be received before your transcript can be sent. Complete this form, then fax, mail, email, or hand-deliver it to:

## JDCHS Student Services

Attention: Brooke Soto  
11800 South 300 East Draper, Utah 84020  
801-984-7641  
801-984-7601 (fax)  
[transcripts@jdchs.org](mailto:transcripts@jdchs.org)

**Regarding ACT/SAT/AP scores on transcripts:** Students are responsible for having their test scores sent directly from the testing company to the institution/entity needing the test scores. Students contact [www.ACTStudent.org](http://www.ACTStudent.org) for ACT scores and [www.collegeboard.com/student](http://www.collegeboard.com/student) for SAT and AP scores.

**Requests for "Overnight" or "Express" Transcripts:** Requests for over-nighted mailing/expressing of transcripts can only be accommodated if the former student requesting the transcripts arranges for this service with the U.S. Postal Service, UPS, Federal Express or any other carrier and provides JDCHS with the pre-paid, pre-addressed overnight or express mailing envelope. JDCHS will NOT absorb the cost for overnight or express requests.

Student's Name (at time of enrollment at Juan Diego): \_\_\_\_\_

Signature of Graduate Requesting Transcript: \_\_\_\_\_ Date \_\_\_\_\_ Method of Payment (circle one): Cash Check Credit Card (+3% fee) Credit Card Type (circle one): V MC AMEX DISC

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Your Telephone Number: \_\_\_\_\_ Your Zip Code: \_\_\_\_\_

(You may call to have your credit card number taken over the phone)

Amount enclosed: \_\_\_\_\_

Name of Institution needing transcript: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_