

# 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 transcript can be sent.** Complete this form, then fax, mail, email, or hand-deliver this form to:

**JDCHS Student Services**  
**Attention: Kate Suel**  
**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:** \_\_\_\_\_

\_\_\_\_\_

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