

## Dayton School District Official Transcript Request Form

Transcripts must be requested in writing, using this form and can only be requested **by the student**. Requests can be dropped off, emailed to [molly.arce@dayton.k12.or.us](mailto:molly.arce@dayton.k12.or.us), mailed or faxed. Please allow at least 2 working days to get a transcript produced and ready for pick-up or mail. If you have any questions, please contact Molly Arce at 503-864-2273 x526 (during Summer, please contact the District Office at 503-864-2215, and allow an extra day for processing).

Today's Date \_\_\_\_\_

Name of Person Requesting Transcript \_\_\_\_\_

Phone Number (required) \_\_\_\_\_

Name of Student at Graduation \_\_\_\_\_

Year of Graduation (or dates of attendance) \_\_\_\_\_

Last four digits of Social Security Number or Date of Birth \_\_\_\_\_

Transcripts need to be:      ☐ official      ☐ unofficial

Please indicate which action you would like:

- ☐ Please have \_\_\_\_\_ copy/copies of my transcript available for me to pick up on \_\_\_\_\_ (please remember to leave 2 working days).

**OR**

- ☐ Please mail a copy/copies of my transcript to this address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(if multiple addresses, please fill in below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dayton High School  
801 Ferry St.  
Dayton, OR 97114  
Fax: 503-864-2932