

# Transcript Request

**August – May:** There is a 24-48 hour turnaround time for request made during the school year.

**June – July:** Summer transcript request can be made by Fax, Email, or U.S. Mail. All requests will be processed once a week and will be mailed to the address you provide on the request form.

**\*There are times during the school year when the processing of transcript request will be delayed: Inclement Weather – when school is not in session, Winter & Spring Breaks – when school is not in session.**

## Ways to request your transcript:

**In person:** During the school year (August – May) you may go to the Guidance Office at OHS and fill out a Request to Release Transcripts form. Please be prepared with:

- A photo ID
- The complete mailing address of the college/organization where to send the transcript – **we do not fax transcripts.**

**Fax:** You can fax a letter to the Attention of the Registrar. The fax number is 641-682-7528. In your fax, please include:

- Name when attending school (maiden name if applicable)
- Current mailing address and phone number
- Date of birth
- Year of graduation or year dropped
- Number of copies needed
- Complete mailing address of where to send the transcript
- Copy of your photo ID (must be able to read ID & see photo)

*Make certain that you sign and date your letter of request that you are faxing.*

**Email:** You can email your request to [transcripts@ottumwaschools.com](mailto:transcripts@ottumwaschools.com). Be sure to include the following information:

- Name when attending school (maiden name if applicable)
- Current mailing address and phone number
- Date of birth
- Year of graduation or year dropped
- Number of copies needed
- Complete mailing address of where to send the transcript
- Copy of photo ID must be attached to an email request or it will not be processed.

**U.S. Mail:** Attn: Registrar, Ottumwa High School, 501 East Second Street, Ottumwa IA. 52501. In your letter, please include:

- Name when attending school (maiden name if applicable)
- Current mailing address and phone number
- Date of birth
- Year of graduation or year dropped
- Number of copies needed
- Complete mailing address of where to send the transcript
- Copy of your photo ID (must be able to read ID & see photo)

*Make certain that you sign and date your letter of request that you are mailing.*