



GLENFOREST SCHOOL

A Positive Place to Learn

1041 Harbor Drive, West Columbia, SC 29169

Phone: 803-796-7622 Fax: 803-796-1603

Official Transcript Request Form

Transcripts will not be released if you have outstanding financial and/or other obligations to Glenforest School.

Please Print Legibly

Name _____

Former Name (if applicable) _____

Address _____

City, State, Zip _____

Date of Birth _____

Dates Attended _____

Transcript Delivery Type: Please allow a minimum of 24 hours to process request

I will pick up the transcript from Glenforest School during their normal working hours.

I would like the transcript to be mailed.

Mail Transcript to the following address(es)- (be very exact)

First Address:

Second Address:

For Office Use Only: Date sent _____ Initials _____