



MY Foundation: Street Smarts to Great Starts Corp.

TRANSCRIPT REQUEST FORM

To: School Administrator at: _____ **Date:** _____

This form is being submitted to request an **official copy** of a high school transcript for _____ . The transcript is being requested for program purposes to include high school enrollment verification, and to verify grades grade point average, and class rank. ***Because the organization mentioned above is requesting this transcript, we are asking that this form be used for the request.**

Please indicate the cost of the transcript by circling the amount, or by writing the amount listed below: (Please circle, or write in amount charged by school for transcript)

Transcript Fee: \$5.00 \$10.00 \$20.00 **Other:** _____

Please sign the form below and return the form to the student or parent mentioned above. You are welcome to make a copy for your records if needed. If you have any additional questions about this request, and need to speak to an organization representative, please contact:

Dr. Shenika Jackson, PhD
Chief Operating Officer, COO
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Administrator Signature

Date Transcript Requested