

Belleville High School

Transcript Request

501 W. Columbia

Belleville, MI 48111

Fax: 734/697-6523

Telephone: 734/697-9133

- ✓ *There is a \$5.00 fee (cash or money order only) for transcripts unless you are a current student or graduated the previous school year.*
- ✓ *Most colleges require an official transcript and prefer that the transcript is mailed directly from our school, however we can provide an official transcript to you in a sealed envelope that you can not open. If you need us to mail the official transcript, we must have the complete address for the college.*
- ✓ *Our records are filed by year of graduation or year that the student dropped from Belleville High School so this information is required.*

Name (Maiden): _____

Year of Grad: _____ *or* Year dropped: _____

Date of birth: _____

Mail transcript to (address): _____

or
Fax unofficial transcript to (number): _____

or
Pick up transcript (date): _____

Type of transcript needed: Official _____ Unofficial _____

Contact telephone number: _____

Date _____

Signature (required)

- ✓ *Five dollar money order made out to Belleville High School enclosed (no personal checks accepted).*