



Holt High School Transcript/Record Request Form

Andrea Koewing, Registrar
600 Campus Drive
Wentzville, MO 63385
Phone: (636) 327-3876 ext. 26246
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andreakoewing@wsdr4.org

Request a transcript from Holt High if you graduated from Wentzville High or
Holt High School in any year from 1960 to present.

PLEASE PRINT:

Year of Graduation _____ or Last Year Attended _____

Name _____
Last Name while enrolled at HHS First Name Middle

Home Address _____ City _____

State _____ Zip Code _____ Phone _____

☐ Official (preferred for colleges/scholarships)

☐ Unofficial

Where do you want us to send Transcript?

- ☐ College/University/Vocational/Technical School
☐ Student Hand-Carry to Institution
☐ Scholarship/Financial Aid Application

- ☐ Employer
☐ Military
☐ Self/Personal

Name of College/Employer: _____

Street Address: _____

City, State, Zip: _____

Other: _____

If your college application requires an electronic transcript or if you desire it to be sent electronically, please sign below. Please know that this document will not be considered secure.

Yes, please send my transcript electronically to: _____
Email address

I authorize Holt High School to release all requested records and recommendations to colleges to which I am applying for admission.

Signature of Student (Or Parent/Guardian if student is under 18)

Date

**Please attach all necessary paperwork to be mailed with the transcript and return to the Registrar or Counselor.
Please allow 24 to 48 hours to process this request.**

For office use only:

Date Received: _____

Date Sent: _____ Mailed: _____ Faxed: _____ Hand Delivered: _____ Initial: _____