



# Daegu Middle High School Transcript Request Form

This form should be completed in detail and returned by mail, email, or directly to Counselor's office (D129).  
**We CANNOT process this form without your signature.**

**Note:** Students who graduated or attended the school more than 5 years ago **MUST** REQUEST transcripts through the following link: <http://www.dodea.edu/students/transcripts.cfm>

## STEP 1: YOUR INFORMATION

Current Name (Last, First, Middle)		All Other Names Used		Year of Graduation	
Current Mailing Address			City	State	Zip Code
Phone Number(s)		Email Address			
A confirmation email will be sent to this address once the request has been processed.					

## STEP 2: DESTINATION ADDRESS (School name and address)

Mail _____ (# of copies) to address: <input type="checkbox"/> Check here if you would like these sealed in separate envelopes.	Special Request
Mail _____ (# of copies) to address: <input type="checkbox"/> Check here if you would like these sealed in separate envelopes.	Special Request
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Mail _____ (# of copies) to address: <input type="checkbox"/> Check here if you would like these sealed in separate envelopes.	Special Request
Mail _____ (# of copies) to address: <input type="checkbox"/> Check here if you would like these sealed in separate envelopes.	Special Request

## STEP 3: SIGN

Signature: (Required)	Date:	<b>Send transcript Request to:</b> Daegu Middle High School <b>ATTN: Counselor's Office</b> Unit 15623 APO AP 96218 Or email: <a href="mailto:Timothy.Cochran@pac.dodea.edu">Timothy.Cochran@pac.dodea.edu</a>
<b>Transcript requests may take up to 2 business days for processing.</b> Please note that a final grade may or may not be posted on the course(s) in question prior to requesting your transcript. If you would like final grades, please ensure that they are posted before turning in this request.		