



One Bulldog Blvd., Batesville, IN 47006 batesville.k12.in.us/bhs T: 812-934-4384 F: 812-934-5964

Request for Transcript

Student name at time of attendance: _____ Date of Birth _____

Current Address:

Phone Number in case of questions: _____

Email: _____

Graduation Year: _____

Please send a:

Copy of my transcript

Copy of my immunization record if available

Address of where transcript is to be mailed: (college, business, self, ect.)

Signature: _____

Today's Date: _____

Directions: ****Official** transcripts will be mailed to colleges or institutions (or to you).** Transcripts are processed on a first come first serve basis. Kindly give 10 days notice for transcript requests. Requests made during the summer months will be processed as soon as possible. Please send by fax 812- 934- 5964 or mail to Batesville High School Guidance Office (Transcript Request), One Bulldog Blvd., Batesville, IN 47006 (Copies of diplomas are not kept on file.)