

Student Instructions:

- ✓ Please complete this form and **submit it to your previous high school** records office.
You may need to contact your previous high school records office to determine if a fee is required.
- ✓ If the high school you are seeking your records from is no longer in operation, contact the **Department of Education** in the state the high school was located.
- ✓ Your signature on this completed form is authorization to release an official copy of your transcript to Excel High School.

Student Information

Name					
First	Middle	Last	Previous Name		
DOB ____ / ____ / ____		Address			
Phone Number		Street Address Apt/Unit City State Zip Code			

I authorize an official copy of my transcript be released to Excel High School.

Student Signature _____ Date _____

Parent/Guardian (if minor) Signature _____ Date _____

Please send official transcripts to Excel High School one of the following ways.

****DO NOT SEND CUMULATIVE FILES. Thank you!**

Method	Contact
Parchment (Preferred)	https://www.parchment.com/
Email (from school official)	registrar@excelhighschool.com
Fax (with school cover letter)	952-465-3701
Mail (Attn: Registrar) (sealed, school envelope)	601 Carlson Parkway, Suite 1250 Minnetonka, MN 55305, USA

Previous High School Information

School Name	
Grades of Attendance (Check all that apply) ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 Year of last attendance _____	School Address
MIDDLE SCHOOL ONLY ☐ 6 ☐ 7 ☐ 8	Street Address City State Zip Code
School Fax	Email Address (Records, registrar, guidance etc.)