



Brainerd Campus  
501 West College Drive  
Brainerd, MN 56401-3900  
1-800-933-0346 or  
218-855-8031  
Fax: 218-855-8269

Staples Campus  
1830 Airport Road  
Staples, MN 56479-3252  
1-800-247-6836 or  
218-894-5100  
Fax: 218-855-8269

**Request For Official High School Transcript**

**STUDENTS: SEND THIS FORM TO YOUR HIGH SCHOOL**

**HIGH SCHOOL:** If the student is still in high school and is applying for Undergraduate Studies—Please send high school transcript after completion of high school with the high school graduation date listed.

DATE: \_\_\_\_\_

I authorize \_\_\_\_\_ High School in \_\_\_\_\_  
(name of high school) (city and state)

to release my official transcript to Central Lakes College.

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Name during high school attendance: \_\_\_\_\_

Year of Graduation or Last Year Attended: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Student's Current Contact Information:**

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_