

**Student Services**



**Request For Official High School Transcript**

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

**Student Note:** Please check with your high school prior to submitting this form. Several high schools are now using Parchment.

**High School Note:** If the student is still in high school, HOLD this request until they have completed their attendance at your school.

Date: \_\_\_\_\_

I authorize \_\_\_\_\_ high school in \_\_\_\_\_  
(name of high school) (city, state)

to release my official transcript to Central College.

Name: \_\_\_\_\_  
Last First Middle

Name (if different from above): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Student Birth date: \_\_\_\_\_

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

Student's Current Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact Andria Belisle, Disability Coordinator, [ableisle@clcmn.edu](mailto:ableisle@clcmn.edu) or 218-855-8175, office E138 to meet and discuss reasonable and appropriate accommodations for your plan. The accommodations authorized in your plan should be discussed with your instructor. All discussions will remain confidential. This syllabus is available in alternate formats upon request.