

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 _____			Previous Name _____		
First _____	Middle _____	Last _____			
DOB _____ / _____ / _____		Address _____			
		Street Address _____		Apt/Unit _____	
Phone Number _____		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) <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Year of last attendance _____	School Address _____ _____ Street Address _____ _____ City _____ State _____ Zip Code _____
MIDDLE SCHOOL ONLY <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
School Fax _____	Email Address (Records, registrar, guidance etc.) _____