



**South Sound Christian Schools**  
**Tacoma Baptist High School**  
[www.southsoundchristian.org](http://www.southsoundchristian.org)

FOR OFFICE USE ONLY:

DATE SENT: \_\_\_\_\_  
 SENT BY: \_\_\_\_\_  
 Notes (i.e. fee/payment): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUEST FOR TRANSCRIPT**

As a current student applying to colleges, the Tacoma Baptist Counselor's Office is here to assist you by offering up to 10 free transcripts (additional will be \$3/each). **Alumni will be charged \$3 per transcript.**

To request a transcript, please submit all necessary information by:

1. Filling out the information requested below in full
2. Mail, fax or drop off your request plus payment to: Tacoma Baptist High School– Attn: Counselor  
 2052 S 64<sup>th</sup> St, Tacoma WA 98409 or 253.471.9949 (fax)
3. Contact the Counselor at 253.475.7226 ext. 193 to verify receipt

**STUDENT/ALUMNI CONTACT INFORMATION**

Student/Alumni Name: \_\_\_\_\_  
Last Name First Name

Maiden Name (if applicable): \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please send a copy of my transcript as noted below. I understand that the transcript will be available for pick-up or mailed out within 3-5 business days. If the college/business deadline will not allow time for normal Tacoma Baptist processing plus delivery time (3-5 days depending on where it is being mailed), I will contact the school by phone to discuss options for rush processing.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Student/Alumni signature

**Fill out information completely**

Type of Transcript: *\*Choose one option*

\_\_\_ OFFICIAL (sealed and unable to view)

\_\_\_ NON-OFFICIAL

Please send to:

College/Business Name: \_\_\_\_\_

Attn: \_\_\_\_\_  
 (i.e. Admissions, Department of Education, Scholarship Committee, etc.)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Info (if applicable): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I will pick up in the High School Office. Please call when ready.