



# Official High-School / GED Transcript Request

## STUDENT INFORMATION

\_\_\_\_\_  
Last Name First M.I.

\_\_\_\_\_  
Other Name Used - Last First M.I.

\_\_\_\_\_  
Address

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

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone Number Email

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Year of Graduation/GED Test -or- Expected Year of Graduation/GED Test

\_\_\_\_\_  
Signature Date

## HIGH-SCHOOL OR GED TEST CENTER INFORMATION

\_\_\_\_\_  
Name of High-School or GED Test Center

\_\_\_\_\_  
Address

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

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone Number FAX

### PLEASE MAIL OR FAX OFFICIAL, SIGNED TRANSCRIPT TO:

Oregon Culinary Institute / Attn: Kayti Maxwell / 1717 SW Madison St. / Portland, OR 97205 / FAX 503.200.1140

#### Transcripts must include all of the following in order to be official:

- ✓ Appropriate signatures and Graduation/GED date,
- ✓ A school seal, emblem, or other official school identifier, and
- ✓ Student date of birth or Social Security number.

**The transcript cannot be marked "unofficial" in any way.**

All transcript processing fees should be directed to the student via Kayti Maxwell at Kayti.Maxwell@PioneerPacific.edu. If there is a hold that prevents the release of the official transcript, please contact Kayti at 503.961.6210.