

## TRANSCRIPT/GRADES/LETTER REQUESTS

Highland Tech students, like all others, face certain situations that require a traditional grade report; however, HTH operates under a standards based curriculum without letter grades. When required, we strive to provide the clearest picture of our students' progress to other organizations so that they have the same amount of opportunities as other students outside of HTH. Due to the nature of our school model, all necessary requests should be made in advance. The requests will be honored on a first come, first serve basis, with no less than a 48 hour turnaround. Please indicate clearly which type of document you need, and why.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Request Date:** \_\_\_\_\_ **Time of Day:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

### Document Type

- Transcript [Circle ONE: official unofficial]
- Insurance Grade Report
- Athletic Eligibility Grade Report
- Academic Standings Letter OR GPA Letter
- Academic Grade Report
- Letter of Recommendation for a scholarship, university, etc.
- Proof of Enrollment Letter

**If transcript, purpose of Transcript Request:**

\_\_\_\_\_

**If other type of request, Name of School/organization for which you participate:**

\_\_\_\_\_

### Distribution

- I will return to pick up the document.
- Mail to : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Fax to : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent Signature (required for transcripts only):** \_\_\_\_\_