



Transcript Request Form

Please complete the form below and mail to :

Ohio County Board of Education
TRANSCRIPT REQUEST
2203 National Road
Wheeling, WV 26003

OR Email Request to stspence@k12.wv.us or jgallowa@k12.wv.us

Payment Enclosed
 Will follow by US Mail

**TRANSCRIPT WILL NOT BE SENT
UNTIL PAYMENT IS RECEIVED**

There is a \$5.00 fee for each transcript. Payment must be made in cash, by check or money order. Checks should be made payable to *Ohio County Schools*.

Transcripts may also be picked up in person at the Ohio County Board of Education Office located at 2203 National Road, Wheeling, WV, 26003, during business hours 8:00 a.m. until 3:45 p.m.

Date _____

Please **PRINT** the following information for the person requesting transcript:

Name **while attending** _____

Date of Birth _____

Year of Graduation/Withdrawal _____

Last 4 digits of social security number XXX—XX- _____

Signature

Phone _____

Please mail requested transcripts to ►►►