

AMERICAN SCHOOL

2200 EAST 170TH STREET, LANSING, MI 48203-1700 (734) 478-2800

American School transcripts can be obtained from the American School Transcript Department, 2200 East 170th Street, Lansing, MI 48203-1700.

- Completed Transcript Release Form (see below)
- Transcripts are \$5.00/copy. Check or money order made payable to American School. If you use a credit card, you will need a valid credit card.

NOTE: All financial obligations must be met before records can be released. The first \$5.00 for each transcript is non-refundable.

TRANSCRIPT RELEASE FORM - CONFIDENTIAL INFORMATION

Student Number _____ Student Name _____

Name of parent/guardian _____ Year Graduated _____

Student's Birthdate _____ Phone Number _____

Address _____

City _____ State _____ Zip _____

Signature _____
Student or Parent/Guardian (if under 18 years)

Check one: Current Student Graduate Former

Please check below:

Mail transcript to address above Personal copy of transcript (Number of copies: _____)

I do hereby authorize the American School to _____

Name of Institution, Employer, or professional person _____

Street and Number _____ City _____ State _____ Zip _____

For office use only - do not write below this line.

Date of request _____ Transcript price _____

Transcript sent _____ Check/MO # _____

Fee Waiver Yes No