

**COLORADO RIVER
COLLEGIATE
ACADEMY**

**GENESIS HIGH
SCHOOL**

Transcript Request Form

A request for your transcript must be submitted in writing. There is a 24-hour turnaround time from when the transcript request is submitted until it is available. Official transcripts are sent directly to the institution via TREX (electronically) unless other arrangements are made at the time of request.

Please Print Clearly:

Student Name: _____ **Student ID:** _____

Date of Birth: _____ **Phone Number:** _____ **Request Date:** _____

Request Transcript: (Please Circle One) Hold for Pick-Up TREX (electronically)

Please send transcript to: (You may list up to 5 institutions per request form)

1. _____
2. _____
3. _____
4. _____
5. _____

OFFICAL USE ONLY:

Date Completed: _____

Signature: _____

Other: