

## Transcripts

### **Request a transcript:**

#### **For Graduated Graham High School Students:**

Do you need a copy of your high school transcripts?

You can contact the Graham High School Guidance Office at 937-663-4127 or send an email to [millery@grahamlocalschools.org](mailto:millery@grahamlocalschools.org)

In your request be sure to include:

Your full name (Maiden name also)

Year of Graduation

Address you would like the transcript sent

Phone number - just in case we need more information

#### **Current Graham High School Students:**

You will need to request your transcript through Naviance. I can only release a transcript if we have a release form

<https://www.screencast.com/t/Eibj9ggqU>

\*\*\*\*Please bring it in at least two weeks before the deadline of when it is needed.

Here is a copy of the paperwork that you will need to add and/or drop a class. Just pick the attachment and print the one that you need. Make sure that you fill the paper out completely and then turn it back into the guidance office.

Stay where you are till you get a new schedule for the guidance office saying your switch has taken place.

[Records release for 18 and older](#)

[Records release for under 18](#)

[Transcript Request](#)