



## FAX TRANSMITTAL

Reading Senior High School  
801 North 13<sup>th</sup> Street  
Reading PA 19604  
Day School Graduates Phone # 610-371-5707  
Day School Graduates Fax 610-371-8683  
Student Services:  
Night School Graduates phone # 484-258-7103 Ext. 60207  
Night School Graduates Fax# 610-371-4307

**WHEN COMPLETED, FAX THIS DOCUMENT TO:**

**DAY SCHOOL GRADUATES TRANSCRIPTS ONLY FAX# 610-371-8683**

**NIGHT SCHOOL GRADUATES TRANSCRIPTS FAX# 610-371-4307**

Due to the large volume of requests, processing time is 5-7 days. Thank you.

**TO REQUEST TRANSCRIPTS (PLEASE PRINT CLEARLY):**

NAME \_\_\_\_\_

NAME USED WHILE ATTENDING READING HIGH \_\_\_\_\_

**CIRCLE:** GRADUATED OR LEFT SCHOOL, GIVE YEAR GRADUATED OR LEFT SCHOOL \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

A PHONE NUMBER I CAN REACH YOU IF I HAVE ANY QUESTIONS: \_\_\_\_\_

NAME and ADDRESS OF WORKPLACE OR SCHOOL transcripts should be sent to:  
(Please make sure that I have the correct name and address.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX NUMBER IF APPLICABLE, see explanation below \_\_\_\_\_

**OFFICIAL TRANSCRIPTS CAN NOT BE FAXED.** Official transcripts are only given to employers or academic institutions. Include a fax number only if you have checked with the workplace or school and told that a fax would be accepted. (Please note, for all schools you must have an application on file, if you have not filed an application, transcripts will be discarded.)

Your Signature: \_\_\_\_\_ (permission to release transcript)

Print name \_\_\_\_\_

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