



**TRANSCRIPT/DIPLOMA/ATTENDANCE VERIFICATION REQUEST FORM  
ALEXIS I. du PONT HIGH SCHOOL**

Date Requested: \_\_\_\_\_ Grade: \_\_\_\_\_ Yr. Graduated/Left: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> College Application Attached                      | <input type="checkbox"/> College Application Filed Electronically     |
| <input type="checkbox"/> Scholarship Application Attached                  | <input type="checkbox"/> Scholarship Application Filed Electronically |
| <input type="checkbox"/> Official Transcript (\$2.00 ea. cash/money order) | <input type="checkbox"/> Unofficial Transcript                        |
| <input type="checkbox"/> Diploma (\$12.00 cash/money order)                | <input type="checkbox"/> Letter of Attendance/Enrollment              |

Date Needed by: \_\_\_\_\_ Number of Transcripts requested: \_\_\_\_\_

**Complete Document Mailing Address (or fax number):**

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

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date of Birth*

*(If student is under the age of 18 only)*

In accordance with the provisions of PL 93-380, officials of other school(s) systems in which a student under the age of 18 intends to enroll may be sent a copy of the student's records, providing a parent is notified of the intended transfer of record. You/your student is requesting that a transcript of his/her high school record be sent to the institution named above. Please this form, indicating that you have been notified of the intended transfer.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Mail Request to: Alexis I. du Pont High School      Fax No. (302) 651-2639  
Attention: Guidance Department  
50 Hillside Road  
Wilmington, DE 19807

-----**FOR OFFICE USE ONLY**-----

Action Completed: \_\_\_\_\_ Date Completed: \_\_\_\_\_

- |                                     |                                  |                                 |   |
|-------------------------------------|----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Transcript | <input type="checkbox"/> Faxed   | <input type="checkbox"/> Mailed | <input type="checkbox"/> Given Personally |
| <input type="checkbox"/> Letter     | <input type="checkbox"/> Faxed   | <input type="checkbox"/> Mailed | <input type="checkbox"/> Given Personally |
| <input type="checkbox"/> Diploma    | <input type="checkbox"/> Ordered |                                 |   |

