



Bald Eagle Area Transcript Request

- **Email is the fastest and preferred method** for submitting your transcript request and receiving your transcript.
- Completed request forms may be submitted by **email, mail, fax, or in person.**
- If you prefer, you may sign the release form in the Counseling Office or Attendance Office (**7:30 a.m. - 3:30 p.m.**)
- A signed release form is required before transcripts can be processed.
- If you choose to pick up your transcript, **you will be notified when it is ready.** Official transcripts must remain in the sealed envelope to be considered official.
- Please allow **up to 2 weeks** for processing.

Contact Information

Email (Preferred): leslie.weaver@beasd.net

Phone: 814-355-4868 ext. 1292 | **Fax:** 814-355-5156

Mail: Bald Eagle Area Middle/High School
Counseling Office
751 South Eagle Valley Road
Wingate, PA 16823

Leslie Weaver, Counseling Office Secretary



Date: _____

Year Graduated: _____ Date of Birth: _____

Your contact info (email and/or phone): _____

I, _____, permit Bald Eagle Area Middle Senior High School to send
(Your name while attending BEA)

my high school transcript to the following:

Name of School/Employer:

Email Address:

Mailing Address:

Required by date (if applicable): _____

Requester's Signature: _____