



El Reno High School

Transcript Request Form

Fill out this form below & mail to:

El Reno High School
Attn: R Elmenhorst, Registrar
P O Box 580
El Reno, OK 73036

OR

Complete and email this form to Mrs. Elmenhorst: relmenhorst@elrenops.org

Allow 24 hours from the time we receive your request for processing.
Please call 405-262-3249 if you have any questions.

Last Name First Name Middle Name Maiden Name or Name when
You attended EHS if different

Present Grade _____ or Year Graduated _____ DOB _____

Date Requested: _____ Number of copies: _____

Please mail, fax or email my transcript to:

Your transcript is a legal document and according to FERPA laws once a student turns 18 or attends a school beyond high school level only the student can request their own transcript.

Signature

Phone Number