



THREE RIVERS LOCAL SCHOOL DISTRICT

Taylor High School, 56 Cooper Ave, Cleves, OH 45002
Kim Kurzhals, Counseling Office: 513-467-3200 X1142 • Fax 513-467-0053

Taylor High School Official Transcript Request

Due to COVID-19 we are not physically in our office. Please scan and email your request to kkurzhals@trlsd.org. The \$5.00 fee is being waived at this time.

Please complete this form and submit it to the Enrollment/Records office along with the \$5.00 processing fee. Please allow 7 – 10 business days after request is received for processing.

Name (Last, First, Middle) _____

Maiden Name or Name while attending THS _____

Phone Number (____)____-_____

Date of Birth ____/____/_____

Year of Graduation _____

Name & Address of School or Employer to receive transcript:

Please Note: Transcript Requests may take up to 10 business days to be completed. Transcripts and/or records cannot be released if a student has an outstanding fee balance. Once fees are paid in full, a transcript can be released.

I authorize the release of an official copy of my high school transcript to the address listed above.

Signature _____ Date ____/____/_____

-----Office Use Only-----

Date Received ____/____/_____

Paid – Cash ____ Check ____

Date Completed ____/____/_____

Completed By: _____

Notes _____