



**Dear Salmen Class of 2020 Graduate:**

Please note that **NONE** of the transcripts previously sent during your **Senior Year (2019-20)** are considered **FINAL**. FINAL transcripts are processed **AFTER** graduation and are usually printed **in JUNE**. **Due to Covid 19, we are uncertain as to when these will become available.**

However, **YOU MUST REQUEST A FINAL TRANSCRIPT** for the college/university you plan to attend. A Final Transcript is a college requirement.

**ATHLETES** may need an additional transcript to be sent to the NCAA Eligibility Center. See below.

**\*NOTE: Please use ONE of the e-mail addresses below to send in your request(s). You only need to send the information to ONE contact. Forms may be dropped off at school, however, please call 985-643-7359 (Monday-Friday) first to ensure someone is on campus.**

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**REQUEST FOR FINAL TRANSCRIPT  
(Please PRINT CLEARLY)**

Graduates Name: \_\_\_\_\_

Telephone # (include area code): \_\_\_\_\_

Name of  
College/University/Military: \_\_\_\_\_

**Complete Mailing Address of College/University/Military: (or OTHER address you want them sent to. Please include city, state and zip code)**

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

\_\_\_\_\_ **Send additional transcript to the NCAA Eligibility Center**

*Office Use Only:*

Revised: 4/27/2020

Date Request Received: \_\_\_\_\_ Date Transcript(s) Sent: \_\_\_\_\_ Sent by: \_\_\_\_\_