

Canyon Ridge High School

300 North College Rd. West, Twin Falls, Idaho 83301

Transcript Request**Instructions:**

1. Completely fill out the transcript request form and mail it to the address below or stop by the high school and fill one out.
2. All requests **MUST** have the student's signature.
3. All requests for graduates is \$2.00, may be paid by check, money order, or cash.
4. **NO CREDIT CARDS** accepted!
5. All fees **MUST** be prepaid.
6. **NO VERBAL** requests will be processed.

Questions should be directed to Karen Fjeld at the address or phone number listed below.

Canyon Ridge High School transcripts can be obtained by written requests only to:

**Canyon Ridge High School
Transcripts
Attn: Karen Fjeld
300 North College Rd. West
Twin Falls, Idaho 83301
(208) 732-7555 Ext# 4361**

We cannot accept computer-generated signatures, so e-mail request are NOT accepted.

FEES: \$2.00 per official transcript



(Cut here)

**Canyon Ridge High School**

300 North College Rd. West, Twin Falls, Idaho 83301

Transcript Request*24 Hour Minimum Turn Around Time*

Date: _____

Birth Date: _____

Name: _____

Maiden Name: _____

Home Phone: _____

Address: _____

City/ST/Zip: _____

Currently Enrolled? Yes No
If not, then when did you graduate or
Attend Canyon Ridge High School?

Year _____

 Official Transcript (\$2) Fax (add \$2, Official Transcript follow Fax-Total \$4)

Send To: _____

Address: _____

City/ST/Zip: _____

FAX Number: _____

 Send transcript Immediately After semester grades are posted FINAL Transcript
 Hold transcript for pickup
(Student required to pickup, or written
permission by student for the substitute)

Student's Signature: _____

Number of copies requested: _____

Date Due: _____

For Record Office Use Only: Taken By: _____ Date: _____

Mailed _____ Faxed _____ Date sent: _____ Sent by: _____

(Initials)