

**Downingtown High School East Campus**  
**GUIDANCE DEPARTMENT**  
**50 Devon Drive -- Exton, PA 19341**  
**Phone: 610-363-6400**  
**Fax: 610-903-1042**

**Transcript Request/Release Form**  
**Cost: \$5.00 (cash or money order)**

**Please Note:** Records for graduates who graduated from 1994 to 2000 are located at Downingtown High School West Campus. Records for **all other classes** are located at Downingtown High School East Campus, 50 Devon Drive, Exton, PA 19341.

**Graduates from the class of 2004 or later should request transcripts from the school from which they graduated.**

**NAME OF STUDENT** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
(Maiden Name)

**ADDRESS** \_\_\_\_\_

**REASON FOR REQUEST:**

\_\_\_\_\_ **COLLEGE APPLICATION** **YEAR GRADUATED** \_\_\_\_\_

\_\_\_\_\_ **OTHER** **YEAR WITHDREW** \_\_\_\_\_

**AUTHORIZATION STATEMENT & SIGNATURE:**

I authorize the Downingtown Area School District to release my transcript/records to the following:

**Name and address of school/college/employer:**

\_\_\_\_\_

\_\_\_\_\_ **Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**