

**Jaquetta Hendricks**  
*Principal*

**Shelly Updegrave**  
*Counselor*

***Ravenswood High School***

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**Jimmy Frazier**  
*Assistant Principal*

**Susan Gerstell**  
*Counselor*

**TRANSCRIPT REQUEST**

I, \_\_\_\_\_, Social Security Number \_\_\_\_\_,  
Date of Birth \_\_\_\_\_, Year of Graduation \_\_\_\_\_, request Ravenswood  
High School to release my high school transcript to:

**Name of College(s) and or Business**

**Need address of Business or college**

**This will be an official transcript**

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If you would like a copy of your transcript sent to you.  
This will be an **UNOFFICIAL** transcript.  
Please mark how you want this transcript sent to you.

Mail \_\_\_\_\_ Mailing Address: \_\_\_\_\_

FAX \_\_\_\_\_ FAX Number: \_\_\_\_\_

FEEL FREE TO E-MAIL THIS COMPLETED TRANSCRIPT REQUEST TO THE  
COUNSELING OFFICE SECRETARY.

Barb Parsons: [bparsons@boe.jack.k12.wv.us](mailto:bparsons@boe.jack.k12.wv.us)