

To have an **Official Transcript** sent to a college you will need to go through our new sending service: Docufide by Parchment

Their website is www.parchment.com

There is a cost of **\$3.25** per transcript if it is sent electronically.

There is a cost of **\$5.25** per transcript if it is sent by US mail.

Please contact our Records Office if you would like to have a transcript mailed.
(623-487-5171)

Information you will need when you request a transcript:

- Student name
- Year of graduation
- Name of University or College
- Admissions office: Address, City, State & Zip

If you have any questions, please call Sunrise Mountain Records Office at: **623-487-5171**

Mrs. Olsen
Records Secretary