



Official Transcript Request

Send form and payment to:

Registrar
Silver Lake College of the Holy Family
2406 S. Alverno Road
Manitowoc, WI 54220-9319

OR

Fax: 920-686-6322

OR

Scan and email to: registrar@sl.edu

Photo of form will not be accepted

For credit card payment,

Call 920-686-6175

Ask for Student Accounts

Request for transcripts

Fee for each transcript: \$15

Number of transcripts: _____

Send now

Send after grades are listed

Questions? Call: 920-686-6231

If you have been a **full-time** student since 2014 you DO NOT need to pay the transcript fee. You paid a comprehensive fee as an enrolled student.

Name: _____ Former Name(s) _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Date of Birth or Student ID #: _____ Date of Attendance _____

***Student Signature: _____ Date: _____

Transcript will not be processed without signature. Electronic signature not accepted.

Send Transcripts To:

Institution or Organization: _____

Person/Department/Office: _____

Street: _____

City: _____ State: _____ Zip: _____

Additional recipients as needed: _____

Notes:

- Official Transcripts will not be issued for students with delinquent accounts.
- Official Transcript requests may be dropped off, mailed, faxed or emailed to the Office of the Registrar.
- Credit card payment does not count as an official request. Completed form must accompany payment.
- We do not deliver transcripts digitally (fax or email). Paper only.
- Please allow at least two weeks for transcript processing and delivery.

For Office Use Only

Received: _____ Initial: _____

Processed: _____ Initial: _____

Updated 7-13-2018