



## REQUEST FOR HIGH SCHOOL TRANSCRIPT RELEASE

This form is used by Johnson & Wales University College of Online Education for the sole purpose of requesting transcripts on behalf of prospective students. The prospective student's signature on this form grants Johnson & Wales University the right to request transcripts directly from institutions previously attended. Some schools require an account to be created in order to request a transcript. Johnson & Wales University will use the email and date of birth provided on this form to create the username and password. If JWU is unable to obtain transcripts for any reason, the prospective student will be responsible to obtain transcripts.

**Please forward one (1) OFFICIAL COPY of the following student's HIGH SCHOOL transcript to:**

Via mail: College of Online Education  
Johnson & Wales University  
115 Cedar St.  
Providence, RI 02903

Via email: [onlineadmissions@jwu.edu](mailto:onlineadmissions@jwu.edu)

### PERSONAL INFORMATION:

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Last Name/Family Name	First Name/Given Name	Middle Initial
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Name appearing on transcripts (if different from above)

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Current Address	Email address
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City	State	Zip
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Home Phone Number

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Date of Birth	Social Security Number
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### SCHOOL INFORMATION:

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High School

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High School Street Address

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City	State	Zip/Postal Code
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Year of Graduation/Years Attended

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Applicant's Signature*	Date
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\*I hereby authorize a faxed or emailed copy of this signature to be used in lieu of original. In order to process this request, all fields must be entered completely and the prospective student must have completed an application for admission to Johnson & Wales University.