

# Southview High School Record Request Form

All requests for education verification, transcripts, immunization records, or any other documentation must be submitted to the Records Office in writing. Phone requests cannot be fulfilled.

This form may be faxed, mailed, or emailed to the Records Secretary at Southview High School, as follows:

Mail: Southview High School  
Attn: Records Secretary  
7225 Sylvania Avenue  
Sylvania OH 43560

Fax: (419) 824-8608  
Email: BLundgren@sylvaniaschools.org

If you are requesting that we send a certified transcript to your home address for you to submit with an application, please be certain that you do not open the envelope. Doing so will nullify the certification of the transcript. Simply submit the certified transcript in the sealed envelope.

Please allow 24 - 48 hours for processing. If you have any questions, please feel free to call Mrs. Lundgren, the Records Secretary, at (419) 824-8733.

**Full Name at Time of Graduation:** \_\_\_\_\_  
*(include maiden name if applicable)*

**Date of Birth:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_

**Primary Phone Number:** \_\_\_\_\_

**Record Requested:** (please check one)

**Unofficial Transcript**

(Note: many colleges, universities, and potential employers may require a certified transcript)

**Certified Transcript**

**Education Verification**

**Immunization Records**

**Other:** \_\_\_\_\_

**Mail/Pick-up Instructions:**

(Include the full address, fax number, or email address where the request should be sent including the name of the college, university, or employer)

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