

## **Registrar/Transcript Information**

**BETHEL HIGH SCHOOL  
36000 Clear Pond Road  
Shawnee, OK 74801  
Phone: (405) 273-3633  
Fax: (405) 878-5571**

*\*Transcripts cannot be faxed or e-mailed.*

*\*Transcripts cannot be requested by fax or email. You may mail in a request and you may request in person.*

***\*\*NO GRADUATION VERIFICATIONS WILL BE GIVEN OVER THE PHONE  
PER THE FERPA LAW.***

*The legal document for proof of attendance/graduation is the official transcript. We are not required by law to keep copies of diplomas.*

### **TO REQUEST A TRANSCRIPT BY MAIL:**

**Please fill out the attached Transcript Request Form**

**\*Mail to: Bethel High School  
Transcript Request  
36000 Clear Pond Road  
Shawnee, OK 74801**

### **TO REQUEST A TRANSCRIPT IN PERSON:**

*Under State and Federal laws, no other party may pick up a transcript including siblings, wives/husbands, etc.*

**You must have a photo ID to pick up a transcript in person.**

**TRANSCRIPT REQUEST FORM**

**Bethel High School  
Transcript Request  
36000 Clear Pond Road  
Shawnee, OK 74801**

**Date:** \_\_\_\_\_

**Full Name that you were enrolled under:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Year of Graduation, or Last year attended:** \_\_\_\_\_

**Current Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please mail this form, a copy of your photo ID, and a self-addressed stamped envelope to where transcript is to be mailed to Bethel High School.**