# Transcript Request for Graduates

To request a transcript, please email [guidanceoffice@shawtech.org](mailto:guidanceoffice@shawtech.org) with the following information:

- First Name
- Last Name
- Full Name while in attendance (other names, maiden name. etc.)
- Date of Birth
- Year of Graduation
- Current home address
- Email address
- Phone number
- Identify if you would like to pick up the paperwork or have transcript mailed
    - If mailing- you must include institute name & mailing address