

MORGAN LOCAL SCHOOL DISTRICT

65 WEST UNION AVENUE
P.O. BOX 509
McCONNELLSVILLE, OH 43756

PHONE: 740-962-2782
FAX: 740-962-4931
WEB: www.mlzd.k12.oh.us

LORI SNYDER-LOWE
SUPERINTENDENT

THOMAS R. MUSGRAVE
ASSISTANT FOR INSTRUCTION



SUSAN GABLE
TREASURER

BEV STEINBRECHER
DIRECTOR OF SPECIAL PROGRAMS

TRANSCRIPT REQUEST INSTRUCTIONS

A Morgan Local School District transcript is an official record of a student's enrollment during high school.

Records of former students will only be released upon the receipt of a signed transcript request!

The following options are available to request a transcript:

Option #1: Mail

- Print and complete the form
- Mail to: Morgan Local School District
Attn: Billie Jo Ross
P.O. Box 509
McConnellsville, OH 43756

Option #2: Fax

- Print and complete the form
- Fax request to (740) 962-4931; Attn: Billie Jo Ross

Option #3: In Person

- Morgan Local's Central Office is located at 65 W. Union Ave., McConnellsville
- Complete and submit the form

Restrictions:

- We DO NOT fax transcripts, because they will not be accepted as an official transcript
- Transcripts are invalid if opened by the student
- Transcripts are sent by regular mail
- Transcripts will not be processed if financial obligations (past due balances) exist

Proud of Our Past, Focused on Our Future