



FOR OFFICE USE ONLY
Received by: _____
Date Received: _____

# TRANSCRIPT REQUEST FORM

PLEASE PRINT CLEARLY

Last	First	Middle	Actual grade, graduation date, last year studied
Address			Date of Birth (month/day/year)
City	State	Zip Code	E-Mail Address
Requested by (Please state relationship e.g. parent, guardian or student)			Phone Number
Signature			Today's Date

<p>Please check the appropriate box</p> <p>Number of transcripts requested: _____</p> <p>Amount paid: _____</p> <p>Please provide transcript now: _____</p> <p>Hold for quarter grades: _____</p> <p>Final transcript _____ (Will be available after report cards are given)</p>	<p>We are relocating. Please mail the transcript to the address below:</p>     
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Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the parent, guardian or student (if over 18 years of age). The parent or guardian's signature is required.

Instructions:

1. Fill out the "Transcript request Form" COMPLETELY.
2. Submit the request form to an administrative assistant for processing.
3. PAY THE FEE OF \$5.00 PER TRANSCRIPT NON-REFUNDABLE (the request will not be processed until the fee is paid).
4. Your request will be processed within approximately 5 working days of receipt of the request and payment.
5. Note: Rush service is a \$10.00 charge. (No exceptions)
6. If transferring to another country, please pay \$7.00 per transcript and provide the complete name and address of the person and institution receiving the same.

**NOTE:** Any past-due fee(s) owed (e.g. bad checks, Supervised Studies, library fines, cafeteria, etc.) will cause a delay in the processing of your request. We will not begin processing your request until your outstanding obligations to the school have been met. Transcripts must be retrieved within 30 days or they will be destroyed. No credits will be issued towards additional transcripts.