

ACACIAWOOD SCHOOL

STRONG IN CHARACTER, HIGH IN STANDARD

TRANSCRIPT REQUEST FORM

Last Name	First Name	MI
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Street Address	City	State	Zip	Birth Date
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Phone Number	Maiden Name (if applicable)	Social Security Number
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Signature: _____ Today's Date: _____

Dates Attended AWS: _____ Date of Graduation if applicable: _____

Do you want class rank printed on transcript? _____

Do you want ACT scores printed on transcript? _____ (SAT scores are automatically added to transcripts)

Cost: \$5.00 each (one free upon withdrawal from AWS and three at no charge for each senior)

Allow at least 2 business days for transcripts to be processed. (Prepared upon request at \$10.00 each and only if personnel is available.)

Number of **OFFICIAL** transcripts requested: _____

Number of **UNOFFICIAL** transcripts requested: _____

Amount Paid: \$ _____

Mail transcript/s to the following address/es:

(Fill in the complete mailing address of the institute. \$1.00 additional charge for mailing)

Address 1

Name:
Street:
City/ST/Zip:

Address 2

Name:
Street:
City/ST/Zip:

For Office Use Only

Prepared by:
Date requested:
Date sent:

Transcript Policy

A free transcript is available when student withdrawals from Acaciawood School. There are three free transcripts available to current seniors. All other transcripts are at a cost of \$5.00 per copy. There is an extra charge of \$1.00 for mailing, and a \$10.00 charge for walk in orders. Make checks payable to Acaciawood School.

Requests submitted will usually be mailed 2-4 working days from the time of submission.

No transcript will be sent until all financial obligations are paid, including fees or fines.

In accordance with federal law, records cannot be released without the written consent of the student.