


Transcript Request

General Information	Office Use Only
 <p>Today's Date ____/____/____</p> <p>Processing Information: Transcripts take approximately 7 days to process after being received at the registrar's office. Rush transcripts are sent within 2 business days. All transcripts are sent standard 1st class mail. Transcripts will not be released unless the student account is clear and correct transcript fee is received.</p>	<input type="checkbox"/> Faxed ____/____/____ <input type="checkbox"/> Mailed ____/____/____ <input type="checkbox"/> Picked Up ____/____/____ <input type="checkbox"/> Withheld ____/____/____ <hr/>

Student Information	
Full Legal Name:	Former Name (at Time of Attendance)
_____ <small>First Middle Last</small>	_____ <small>First Middle Last</small>
Mailing Address:	
_____ <small>Street City State Zip</small>	
Home Phone () ____-____ Cell Phone () ____-____ Email _____	
Years of Attendance ____ - ____ Graduation Year ____ SSN _____ DOB ____/____/____	

Transcript Information	Fees																				
<p>Type of Transcript:</p> <input type="checkbox"/> Progress Grades (Admissions, Transfer) <input type="checkbox"/> Unofficial (Personal Use) <input type="checkbox"/> Official (Enrollment, Employment) <p>Send:</p> <input type="checkbox"/> Now <input type="checkbox"/> Rush <input type="checkbox"/> Hold until grading period <p>Delivery:</p> <input type="checkbox"/> Pick up at FA "Please call/email me when ready" (circle one) <input type="checkbox"/> Fax # () ____-____; Attention _____ <input type="checkbox"/> Mail to Address Above <input type="checkbox"/> Mail to _____ _____ _____ _____ <input type="checkbox"/> 2 nd Address _____ _____ _____ _____	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Type</th> <th>Fee</th> <th>Quantity</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Official</td> <td>\$3</td> <td></td> <td></td> </tr> <tr> <td>Unofficial</td> <td>\$0</td> <td></td> <td>\$0</td> </tr> <tr> <td>Rush</td> <td>\$6</td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Total \$</td> </tr> </tbody> </table> <p>Method:</p> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	Type	Fee	Quantity	Cost	Official	\$3			Unofficial	\$0		\$0	Rush	\$6						Total \$
Type	Fee	Quantity	Cost																		
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Unofficial	\$0		\$0																		
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			Total \$																		

Federal Law requires the signature of student before their transcripts can be released.
 "I give Fletcher Academy permission to release my transcripts as specified above."
 Signature _____