

# Transcript Request Form

## Student Information

Student's Name	Last	First	Middle
Student's ID #	Parent's/Guardian's Email Address		
Current Address			
City	State	ZIP	
Phone	Year of Graduation		

## If you are not a present student, please answer the following:

IN WHAT YEAR WERE YOU LAST ENROLLED IN THE ACADEMY OF HOME EDUCATION? \_\_\_\_\_

Final transcript after graduation

## Transcript to be used for

- |  |  |   |
|--|--|---|
| <input type="radio"/> Employment                 | <input type="radio"/> College admission            | <input type="radio"/> Parent's personal use (unofficial)      |
| <input type="radio"/> Transfer to another school | <input type="radio"/> Withdrawal                   | <input type="radio"/> Parent's official use (sealed official) |
| <input type="radio"/> Scholarship application    | <input type="radio"/> Other (please specify) _____ |   |

## Transcript to be mailed to the following

Name		
Mailing Address		
City	State	ZIP
Phone	Fax Number	

<input type="radio"/> Check		
Please make payable to <b>The Academy of Home Education</b> at 1430 Wade Hampton Blvd., Greenville SC 29609.		
<input type="radio"/> Visa	<input type="radio"/> MasterCard	<input type="radio"/> Discover
CC #		
Exp. Date		Cardholder's ZIP
Cardholder's Signature		

## Unofficial transcript to be emailed to the following

Name	Email
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## All requests for transcripts must be in writing.

- This form **must** accompany each transcript requested. Make copies of this form as needed.
- Upon request, AHE will provide at no charge **five** official transcripts and one unofficial transcript for your use.
- To request **additional** transcripts, include \$10 per transcript with each completed form.
- Transcripts can be released only if the student's fees are paid in full.
- There is a two-week processing period for transcript requests.
- If your situation necessitates that the transcript be prepared in less time than the normal two-week processing period, the request must be accompanied by a \$25 rush processing fee per transcript, plus any monies needed for faster shipping.

Signature of Parent or Guardian	Date
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OR

Student's Signature	Date
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