



A C A D E M Y

Developing Servant Leaders – Restoring America’s Heritage

For office Use Only : Completed by _____ Date _____
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OFFICIAL TRANSCRIPT REQUEST

Transcripts are official documents and are signed and sealed by the School Official. Transcripts can only be requested by the scholar, or by the parent or guardian, if the scholar is under 18 years of age.

Scholar’s Name (Please Print Clearly) _____
First
Middle
Last

Date of Birth _____ Graduation Date (If graduated) _____

Number of Official transcripts requested (to be sent immediately) Requestor must provide pre-addressed envelope.

Number of FINAL transcripts requested (will be sent at the end of the academic year)

Number of unofficial transcripts requested

Scholar Signature _____ Date _____ Phone No. _____

Parent Signature _____ Date _____ (Required if scholar is under 18 years of age)

PLEASE BE SURE TO PROVIDE THE FOLLOWING INFORMATION FOR OFFICIAL TRANSCRIPT REQUESTS

1. Write the name and address of each institution you wish to have your transcript(s) sent to below.
2. If you would like your transcript faxed or emailed, please provide the fax number, email address, name of institution, and contact person below.
3. Official transcripts are available after 3 pm the next business day.
4. There will be no charge for transcript requests for currently enrolled scholars. Scholars not currently enrolled at John Adams Academy will be charged \$2.00 per Official Transcript request.

Institution Name & Address

****FINAL TRANSCRIPT REQUEST INSTRUCTIONS****

1. Clear your fines prior to graduation. Transcripts will not be processed for scholars with outstanding fines.
2. Give the request form to the Receptionist or Secretary in the front office.



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3. All final transcripts will be processed and mailed after graduation in the order received.