

World Hope Academy Transcript Request Form

Please Print Clearly

Date	Last Name	First	Middle	Maiden/Former
Street Address		City	State	Zip Code
Email Address		Daytime Phone #	Date of Birth	SS#

<p>Check Official or Unofficial</p> <p><input type="checkbox"/> Official Transcript</p> <p>-----</p> <p><input type="checkbox"/> Unofficial Transcript</p> <p>*Can't be sent to a 3rd Party.</p> <p>All educational institutions require an official copy of your transcripts AND Transcripts take 5-7 business days to be mailed. Please allow four weeks at the end of a semester.</p>	<p style="text-align: center;">Enter # of Transcripts</p> <p># _____</p> <p>-----</p> <p># _____</p> <p>*Maximum of 1 Unofficial Transcript per year.</p> <p style="text-align: center;">Currently Enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If no, last grade attended? _____</p>	<p style="text-align: center;">Send Transcript(s):</p> <p><input type="checkbox"/> Now</p> <p><input type="checkbox"/> After final grades are posted for:</p> <p style="text-align: center;">_____/_____ Grade Year</p> <p><input type="checkbox"/> After diploma is posted:</p> <p style="text-align: center;">_____/_____ Month Year</p> <p><input type="checkbox"/> After final grade is posted for:</p> <p style="text-align: center;">_____ Course Grade Course Number</p>
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Your transcript request(s) will not be processed if you owe any money or are missing documents from your file.

TRANSCRIPTS CANNOT BE FAXED AND TRANSCRIPTS ARE NOT DONE ON THE SPOT.

Enter complete name and address below for each transcript destination. For more than two, attach separate sheet.

1.	2.
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Transcripts are \$25.00 each. You can pay an additional \$150 for a 24 hour turnaround.

Paying by Money order or Cashiers Check.

Paying by Cash.

Transcript requests will be processed within approximately 5 days. Please allow four weeks for processing close to the start of a semester.

I agree to the release of my information as described above and I agree to be bound by the student handbook.
Federal law prohibits the release of information without the student's signature.

Please sign below.

STUDENT'S SIGNATURE (PARENT IF STUDENT IS UNDER 18)

Office of Registration and Records
World Hope Academy
10691 N Kendall Dr Ste 105
Miami, FL 33176