

Tamu Sana Kayama Preparatory Academy
OFFICIAL TRANSCRIPT REQUEST FORM
(Unofficial Transcripts can be received via email or during office hours for free)

REQUEST FROM: (Name, Social Security # and Address)

I, _____, give _____ permission
(Student's name) (School providing transcript)

send ____ copies of my official transcript to _____.

Thank you

(signature, date)

WHERE TRANSCRIPTS SHOULD BE SENT
(Address)

Please hold this request for:

____ Grades
(circle one) FALL SPRING SUMMER
____ Degree to be posted
____ Other

** Please follow the procedures of each school/college/university for submitting this form to their Records Office. Thank you.**

OFFICE USE: (2 Free Official Transcripts Per Year)
#1 _____ #2 _____
\$2 per official transcript _____ (pd/waived)
Total _____