



Transcript Request for Current High School Students ONLY

Please complete all sections of this request form. The first two transcript requests are free, every subsequent transcript will cost \$1.00 per transcript. Billing for current students will be at the end of the school year. Please make payments at the main office, CASH ONLY. Allow 1-2 weeks for processing of transcript(s). **Submit form in person to Miss Kristy Arakawa in the College & Career Center (AA-101) or email it to: kristy.arakawa@k12.hi.us**

STUDENT INFORMATION									
Last Name		First Name		Middle Initial(s)					
Graduation Year	Personal Email Address		Cell Phone Number	Birthdate					
AUTHORIZATION FOR RELEASE OF RECORDS – I authorize Lahainaluna High School to release academic transcripts to the agency/person (listed above)									
Student signature (if 18 years old)			Date						
Print Parent/Guardian Name (if student is UNDER 18)		Parent Signature		Date					
The following person may pick up the transcript on my behalf:									
TRANSCRIPT #1									
Transcript must be OFFICIAL OR UNOFFICIAL <input type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL		Transcript order is for: <input type="checkbox"/> College <input type="checkbox"/> Scholarship/Fin Aid <input type="checkbox"/> Athletics <input type="checkbox"/> Work <input type="checkbox"/> Other Include Smarter Balance Assessments Scores <input type="checkbox"/> Include State ACT Scores <input type="checkbox"/>							
Name of College/Scholarship/Coach/Business									
Attention (Office, Scholarship Chair, Coach, Employer/Manager Name)			Email – If transcript must be emailed						
Address (Number, Street Name, PO Box# and Apartment or Room#)									
Address (City, State, Zip Code)			DEADLINE						
Requested term: <input type="checkbox"/> Current Semester <input type="checkbox"/> Final (After Graduation)		Transcript Sent Via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Upload <input type="checkbox"/> Pick Up							
TRANSCRIPT #2									
Transcript must be OFFICIAL OR UNOFFICIAL <input type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL		Transcript order is for: <input type="checkbox"/> College <input type="checkbox"/> Scholarship/Fin Aid <input type="checkbox"/> Athletics <input type="checkbox"/> Work <input type="checkbox"/> Other Include Smarter Balance Assessments Scores <input type="checkbox"/> Include State ACT Scores <input type="checkbox"/>							
Name of College/Scholarship/Coach/Business									
Attention (Office, Scholarship Chair, Coach, Employer/Manager Name)			Email – If transcript must be emailed						
Address (Number, Street Name, PO Box# and Apartment or Room#)									
Address (City, State, Zip Code)			DEADLINE						
Requested term: <input type="checkbox"/> Current Semester <input type="checkbox"/> Final (After Graduation)		Transcript Sent Via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Upload <input type="checkbox"/> Pick Up							
For office use only		Form Received	For office use only		Recorded	For office use only		Sent & Notified	

TRANSCRIPT #3

Transcript must be OFFICIAL OR UNOFFICIAL <input type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL		Transcript order is for: <input type="checkbox"/> College <input type="checkbox"/> Scholarship/Fin Aid <input type="checkbox"/> Athletics <input type="checkbox"/> Work <input type="checkbox"/> Other Include Smarter Balance Assessments Scores <input type="checkbox"/> Include State ACT scores <input type="checkbox"/>	
Name of College/Scholarship/Coach/Business			
Attention (Office, Scholarship Chair, Coach, Employer/Manager Name)		Email – If transcript must be emailed	
Address (Number, Street Name, PO Box# and Apartment or Room#)			
Address (City, State, Zip Code)		DEADLINE	
Requested term: <input type="checkbox"/> Current Semester <input type="checkbox"/> Final (After Graduation)		Transcript Sent Via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Upload <input type="checkbox"/> Pick Up	

TRANSCRIPT #4

Transcript must be OFFICIAL OR UNOFFICIAL <input type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL		Transcript order is for: <input type="checkbox"/> College <input type="checkbox"/> Scholarship/Fin Aid <input type="checkbox"/> Athletics <input type="checkbox"/> Work <input type="checkbox"/> Other Include Smarter Balance Assessments Scores <input type="checkbox"/> Include State ACT scores <input type="checkbox"/>	
Name of College/Scholarship/Coach/Business			
Attention (Office, Scholarship Chair, Coach, Employer/Manager Name)		Email – If transcript must be emailed	
Address (Number, Street Name, PO Box# and Apartment or Room#)			
Address (City, State, Zip Code)		DEADLINE	
Requested term: <input type="checkbox"/> Current Semester <input type="checkbox"/> Final (After Graduation)		Transcript Sent Via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Upload <input type="checkbox"/> Pick Up	

TRANSCRIPT #5

Transcript must be OFFICIAL OR UNOFFICIAL <input type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL		Transcript order is for: <input type="checkbox"/> College <input type="checkbox"/> Scholarship/Fin Aid <input type="checkbox"/> Athletics <input type="checkbox"/> Work <input type="checkbox"/> Other Include Smarter Balance Assessments Scores <input type="checkbox"/> Include State ACT scores <input type="checkbox"/>	
Name of College/Scholarship/Coach/Business			
Attention (Office, Scholarship Chair, Coach, Employer/Manager Name)		Email – If transcript must be emailed	
Address (Number, Street Name, PO Box# and Apartment or Room#)			
Address (City, State, Zip Code)		DEADLINE	
Requested term: <input type="checkbox"/> Current Semester <input type="checkbox"/> Final (After Graduation)		Transcript Sent Via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Upload <input type="checkbox"/> Pick Up	

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