



**\*This is a fillable PDF\***

**Transcript Request**

Assets School  
 One Ohana Nui Way  
 Honolulu, HI 96818  
 Registrar: 808-440-3601  
 Fax: 808-422-1920  
 info@assets-school.net  
[www.assets-school.net](http://www.assets-school.net)

Please release records for: \_\_\_\_\_

Student's Legal Name (Please Print)

Date of Birth: \_\_\_\_\_ School Attended: \_\_\_\_\_ Grad Year: \_\_\_\_\_

**If the requester is not a current student, please provide the following:**

Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- COMPLETE THE ENTIRE FORM, including name, department, and address of receiving institution.
- **Please allow at least ten (10) business days to process and deliver**  
 Transcripts for current students will be sent electronically and can be tracked via Naviance.  
 When electronic delivery is not possible hard copies will be sent via US Mail.

- CHECK ALL THAT APPLY:
  - Official Transcript (Assets and AOP students)
  - \*Unofficial SAT Scores
  - \*Unofficial ACT Scores
  - Hold for pick-up in the school office.

TYPE OF TRANSCRIPT	
<input type="checkbox"/> Initial	<input type="checkbox"/> Unofficial
<input type="checkbox"/> Midyear	<input type="checkbox"/> Official
<input type="checkbox"/> Final	

- PURPOSE FOR REQUEST
  - College Application
  - Scholarship
  - Other please specify \_\_\_\_\_

Name of Institution		
Contact Person, Office, or Department		
Street Address		
City	State	Zip Code

\_\_\_\_\_  
 Signature of Student (or requestor if not student) Date

\*Official Test Scores must come directly from the testing agency.

**Request forms should be delivered to the high school secretary in the office during school hours or emailed directly to the registrar.**  
 If you prefer to hand deliver your transcript leave it in the sealed envelope or it will not be considered official.