



**\*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.org](http://www.assets-school.org)

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.