



GRACE ACADEMY

Transcript Request Form

- Transcript requests require a **two week notice**.
- In order for a transcript to be official, transcripts must be sent directly from Grace Academy to the school/institution.
- If a transcript is delivered directly to a student or family, the words “Unofficial Copy” will appear on the transcript.
- Transcript requests for college applications must be done via SCOIR account.

Student’s Name: _____ Grade Level: _____

Purpose: Withdrawal/Transfer Summer Programs Scholarship Application

Type: Official Hardcopy (Official transcripts are sent directly to the designated recipient: school, scholarship committee, etc.)
 Official Digital Copy (Official transcripts are sent directly to the designated recipient: school, scholarship committee, etc.)
 Unofficial Paper Copy Unofficial Digital Copy

Date Requested: ____/____/____

Date Needed: ____/____/____

SEND TRANSCRIPTS TO:

Name/School: _____

Complete Address: _____

Email Address: _____

Name/School: _____

Complete Address: _____

Email Address: _____

SOLI DEO GLORIA