Transcript Request Form

Attendance Office · Holy Names Academy · 728 21st Avenue East, Seattle, WA 98112

Please note

Students currently enrolled at Holy Names Academy are not charged a fee. Please omit Section 3 and submit the completed form. Alumnae and former students are charged $5.00 per transcript.

1 Student Information

NAME WHILE ENROLLED AT HOLY NAMES ACADEMY

PRESENT NAME, IF DIFFERENT

EMAIL ADDRESS OR TELEPHONE

YEAR OF GRADUATION — e.g. 2004

OR YEARS ATTENDED — e.g. 2001–2003

DATE OF REQUEST

DATE TRANSCRIPT IS NEEDED

☐ Currently enrolled

2 Delivery Instructions

Official transcripts are sent by postal mail only. A transcript sent as an email attachment is stamped "unofficial." Please include the complete address and the name of the person or organization to whose attention it should be directed.

RECIPIENT 1

Name of person or organization

Complete mailing address

Or email address (unofficial copy)

RECIPIENT 2 (if needed)

Name of person or organization

Complete mailing address

Or email address (unofficial copy)

3 Payment — not required of currently enrolled students

NUMBER REQUESTED

× $5.00 =

TOTAL DUE

☐ Paid via PayPal ☐ Check enclosed

SIGNATURE

DATE SIGNED

OPTION A

By Email

Please email the completed form to attendance@holynames-sea.org. Any fee due may be paid through PayPal.

OPTION B

By Postal Mail

Transcript Request · Attendance Office
Holy Names Academy
728 21st Avenue East, Seattle, WA 98112

Please enclose a check made payable to Holy Names Academy.

Your account must be cleared with the Business Office, and any transcript fee paid, before a transcript may be released.

FOR OFFICE USE ONLY ☐ Business Office clearance ☐ Fee received/waived ☐ Recorded Date sent