



River Crest Academy | P. O. Box 325 Hope Hull, AL 36043

TRANSCRIPT REQUEST FORM

Please allow four weeks for preparation of transcripts, not including mailing.
There will be a \$20.00 fee for less than two weeks' notice.

Request Date:	Requesting: MAIL PERSONAL RECORDS
Date Needed:	Reason: MOVING TRANSFERRING
Student Name:	Current Grade:
Parent's Name:	
Daytime Phone:	Email:
Request Transcripts be sent to:	
(1)	(2)
Office Use Only:	
Date Rec'd:	Date Sent Prepared by:

When submitting a Transcript Request Form:

1. Attendance records must be current.
2. All fees must be paid in full.
3. A list of all classes taken 9th – 12th grade along with their grades for that class.
4. Fill out the Transcript Request Form, giving River Crest Academy 4 weeks' notice.
5. Copy the completed Transcript Request Form for your records.
6. Mail the original Transcript Request Form to this office at:
River Crest Academy
P. O. Box 325
Hope Hull, AL 36043
7. If this is a "rush" request (less than two weeks notice), please include \$20.00.

Parent Signature

Date

Student Signature

Date