



ARROYO PACIFIC ACADEMY TRANSCRIPT REQUEST FORM

(Please Print Legibly)

Student Name _____ AP ID # _____ DATE _____

Current Address _____

Email _____ Phone Number _____

Current Grade Level _____ OR Year of Graduation: _____

Official Transcripts are only mailed directly to other schools/colleges/universities per school policy. Regular 3 day processing of transcripts for alumni are complimentary unless rush or special shipping is required. Same day processing is sent via USPS Priority Mail. We will email the tracking number to you. International transcript mailing fee to be determined based upon the country's postage and processing fees. Please pay by clearly identified wire transfer and once payment is processed, we will send out the transcript. Email completed form to mmillspaugh@arroyopacific.org

€ **Official Transcript to be mailed and/or emailed to a college/university:**

School Name: _____

School Address and/or Email: _____

€ **Unofficial Transcript to be picked up in registrar office within 3 working days at no charge.**

€ **Unofficial Transcript to be emailed or mailed to the following address within 3 working days at no charge:**

Name: _____

Email or Address: _____

Payment by cash or check.

Regular 3 Day Processing _____ \$10

Alumni _____ Complimentary

Rush Fee- Same Day Processing _____ \$20

Please fill out this form legibly and completely. Incomplete forms will not be processed and will be subject to an additional three working days wait time from date of form completion. Please call Registrar at 626-268-5731 with any questions.

Office Use Only:

Date Received _____ Date Completed _____ Completed By _____

Amount \$ _____ Cash _____ Check _____ USPS Tracking # _____