



## ARROYO PACIFIC ACADEMY TRANSCRIPT REQUEST FORM

(Please Print Legibly)

Student Name \_\_\_\_\_ AP ID # \_\_\_\_\_ DATE \_\_\_\_\_

Current Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Grade Level \_\_\_\_\_ **AND/OR** Year of Graduation: \_\_\_\_\_

Official transcripts are only mailed directly to colleges/universities. The transcripts through Naviance are complimentary. Transcripts for Alumni are complimentary unless special shipping is required. Each official transcript generated from the Registrar's Office will cost five dollars. Please pay by cash or check as credit cards are not accepted. Same day processing sent via USPS Priority Mail is twenty dollars. Please pay by cash or check as credit cards are not accepted. International transcript 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, the transcript will be sent.

Please Choose One:

- Official Transcript to be mailed directly to a college/university:**

Students/Alumni or Parents/Guardians requesting transcripts are to complete this form and return it to Registrar Office. Please allow three working days for processing.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Regular 3 Day Processing \_\_\_\_\_ \$5

Rush Fee- Same Day Processing \_\_\_\_\_ \$20

Paying by credit card \_\_\_\_\_ \$25

(Must be received before 9 am or will go out with the following day's mail.)

- Unofficial Transcript to be picked up in Registrar Office within 3 working days at no charge.**  
 **Unofficial Transcript to be mailed to the following address within 3 working days at no charge:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please fill out this form completely. Any incomplete forms will not be processed and will be subject to an additional three working days wait time. Send this form to the Registrar's office- [Mmillspaugh@arroyopacific.org](mailto:Mmillspaugh@arroyopacific.org)**

Office Use Only: Date Received \_\_\_\_\_ Date Sent: \_\_\_\_\_ Payment : \_\_\_\_\_