



Blessed Hope Academy

TRANSCRIPT REQUEST FORM



Complete entire form and include handwritten signature. Mail or FAX the form to Blessed Hope Academy. You will be notified if there are financial holds on your record. There will be a 5 business day processing time once the form has been received by Blessed Hope Academy.

FEES: For first year graduates subsequently or after 1 year -

- \$10.00 per official copy of transcript
- \$5.00 per unofficial copy of transcript if mailed – Faxed copies are free of charge
- \$15.00 per replacement of official diploma if mailed in the USA
[Additional postage fee will apply to all International deliveries]

You may pay by check or credit card.

Student Name: _____

Former Name(s): _____

Date of birth _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Dates of attendance / Graduation: _____

MAIL TRANSCRIPT TO: (Student must provide complete and legible mailing address.)

STUDENT SIGNATURE: _____

Return form and fee(s) to:

Blessed Hope Academy
 PO BOX 1223
 Buda, TX 78610-1223

You may also FAX this form with credit card information to: (830) 755-2339

Credit card #: _____

Name on card: _____

Billing Zip/Postal Code: _____ CVV Security Code (on back): _____

Expiration date on card: _____

Signature: _____

Relationship to requestor: _____