



# 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 726  
 Boerne, TX 78006

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: \_\_\_\_\_