Attach a check or money order with applicable fee.
Current students: $3.00 each
Alumni: $5.00 each
RUSH: $8.00 each

REQUEST FOR TRANSCRIPT OF RECORD

SAINT LAWRENCE ACADEMY
2000 Lawrence Ct.
Santa Clara, CA 95051
408.296.3013

Regular Processing: How many? _____
Allow up to one full week for processing.

Rush Processing: How many? _____
Transcript will be processed within 24 business hours.

COMPLETE AS APPROPRIATE:

____ Send transcript now
____ Delay for current grades Session/Year _____
____ Special Instructions _____

Student Name _____ _____
Last First Middle Student ID # (or social security #)

Other names you have used: _____ Birth Date _____

Current Address _____
Street

_____ Telephone # (____)_____
City State ZIP

Dates Enrolled: _____ to _____ Diploma Awarded: NO ___ YES ___ Date _____

SIGNATURE _____ DATE _____

Original signature required - no copy or fax. The Family Educational Rights & Privacy Act (FERPA) of 1974 prohibits the release of transcript information without the student's written consent.

NO TRANSCRIPTS WILL BE ISSUED IF YOU HAVE ANY TRANSCRIPT HOLDS

DISPOSITION OF TRANSCRIPTS:

____ Mail to me How many? _____ AND/OR Will pick up on _____ How many? _____

____ Mail to the following: ***Clear and complete address required!***

1) _____ How many? _____
Print Institution/Firm Name

_____
Address

_____
City State Zip

2)_____ How many? _____
Print Institution/Firm Name

_____
Address

_____
City State Zip

Office Use Only
Date received: Date Produced: Processed by:

Picked up by _____Date_____
Student's Initials
PICTURE ID NEEDED
IF PICKING UP TRANSCRIPT IN PERSON