Parents received the original state assessments report and report cards. If you are unable to locate your documents, and need copies, please complete this request. **The processing fee is $10.00. The charge per page is $.50. Payment is due when the copies are ready.**

**Requestor Name**__________________________  **Date** __________________________

**Student Name:_____________________________**  **Grade**__________  **Room# _____**

  - 1. Standardized test reports: Which grade level(s)? ______________
  - 2. Report Card:
    - All grade levels
    - If not all, which grade level(s)? ______________
  - 3. An apostille for schools outside of Hawaii and as requested by the governing body.

**Please allow us 7 business days to process items #1 & 2.**

**Item #3 needs to be coordinated with the Lt. Governor’s office and will take more than 7 days.**

Please select one of the following options:

  - Copies will be picked-up in the front office (7:30 – 4:00 PM)
  - Please call me at _____________________________ to notify me of the charges so that I can send the payment in. Copies will then be sent via the communication folder.