

Records/Documents Requests  
Hokulani Elementary School

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.

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