An official copy of coursework completed at Kamaile Academy may be obtained by completing and submitting the *Transcript Request Form* to the Registration Office. Please use a separate form for each request. Incomplete, illegible, and/or unsigned forms will not be processed.

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Daytime Phone</th>
<th>Home Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
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</table>

Are you currently a student at Kamaile?  ☐ Yes  ☐ No

Student Signature  Date

Parent/Guardian Signature  Date  (REQUIRED if student is under 18)

<table>
<thead>
<tr>
<th>Grade Level</th>
</tr>
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<tbody>
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</tbody>
</table>

If not currently a student, please indicate last semester/year attended:

- Fall __________
- Spring __________

**ORDERING AND FEE INFORMATION**

- _____ (QTY) Regular Service: $1 per copy (processed within 5-7 work days after the form and appropriate payment are received)
- _____ (QTY) Rush Service: $5 per copy (processed within 2 work days after the form and appropriate payment are received)

**PROCESSING INSTRUCTIONS**

Select ONE Processing Method:

- ☐ Process now
- ☐ Process after 6 semesters (thru end of Junior year)
- ☐ Process after 7 semesters (thru end of 1st semester Senior year)
- ☐ FINAL TRANSCRIPT

**DELIVERY INSTRUCTIONS**

Select ONE Delivery Method:

- ☐ Pick up. Contact me by phone at: __________________________ when it is ready to be picked up. *Note: A valid photo ID will be REQUIRED when picking up transcript."
- ☐ Submit online. __________________________

(Please indicate Common App, if applicable, and provide name of college/university and school email address, as needed)

- ☐ Mail transcript to: __________________________

Transcripts are mailed through the US Postal Service, First Class

**PAYMENT INFORMATION**

Payment (in-full) must be accompanied with the completed *Transcript Request Form*. Acceptable forms of payment are cash (in-person payment only) and check or money order (payable to Kamaile Academy).

**Registration Office Use Only**  Note: Transcript requests for Common App to be forwarded to School Counselor for online submission.

Date Received: __________________________  Amount Paid: __________________________

Received By: __________________________  Date Transcript Sent: __________________________