

# Request for Transcript

Admiral Arthur W Radford High School  
 4361 Salt Lake Blvd  
 Honolulu, HI 96818  
 808.421.4219 (phone)  
 808.421.4196 (fax)

**PLEASE PRINT ALL INFORMATION.**

\_\_\_\_\_

Legal Last Name
First Name
MI
Maiden  
(if different from legal last name)

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Graduation Year/Year Withdrew:** \_\_\_\_\_

Month                      Day                      Year

**Best Contact Information: Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**I hereby give consent for the transfer of my academic records (check one):**

- Transcript (courses/marks only)                       Transcript (courses/marks) and Test Scores

\_\_\_\_\_ **or** \_\_\_\_\_

**Student Signature**  
(18 yrs or older)
**Signature of Parent/Guardian**  
(if student is under 18 yrs old)
**Date**

Process Type	Cost per Transcript	# of Transcripts	Subtotal Cost
<b>Regular Process Fee</b> (allow 5 business days from the date the request is received)	\$1.00 (postmarked before 9/1/2014)* \$3.00 (postmarked on or after 9/1/2014)*		
<b>Expedite/RUSH Process Fee</b> (requests received by 3 pm will be sent to the post office)	\$5.00*		
*Cash or money orders only. Transcripts paid with a personal check will not be processed until the check has cleared the bank. The Department of Education shall assess and collect a service charge of \$25 for any dishonored check in accordance with Ch 40-35.5 H.R.S.			<b>TOTAL COST</b>

<p><b>For Unofficial / Personal Copy</b> (copy of picture ID must accompany request)</p> <p>Select transfer option below:</p> <p><input type="checkbox"/> To be picked up by Requestor or Indicate name: _____</p> <p><input type="checkbox"/> Fax Number: _____</p> <p><input type="checkbox"/> Mailing Address: _____</p>	<p><b>For Official Copy</b> Official transcripts are mailed directly to the institute from Radford High School.</p> <p>Print complete name and mailing address of school or organization to which transcript is to be sent:</p>          <p style="text-align: center;"><b>(Use back if sending to multiple recipients.)</b></p>
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