

AMERICAN LEADERSHIP ACADEMY OFFICIAL TRANSCRIPT REQUEST FORM

Instructions: Complete this form with all applicable information. **Fee payment** and **student or parent signatures** are both required at the time of ordering Official Transcript(s).

Personal Information

Name (please print) _____ Date of Birth _____

Street Address _____ Date of Attendance _____

City _____ State _____ Zip Code _____

() _____ () _____
Home Phone _____ Work Phone _____

Student Signature _____ Parent Signature _____

Check the statement that applies:

- Pick up Transcript in person Mail Transcript Fax Transcript

Mail Transcript (s) to:

Fax Transcript (s) to:

Street Address _____ Name _____

City _____ State _____ Zip Code _____ Fax Number _____

Payment Information

Please make check payable to American Leadership Academy. If paying by Credit Card, we need the following information.

Type of Credit Card: Visa Master Card Discover Debit

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name as it appears on the card: _____

Billing Address: _____

Cardholder's Signature: _____

**The first Transcript will be issued free. Each additional transcript will cost \$5.
Transcripts sent to Colleges or Universities are free.**

- Faxed transcripts may not be considered official documents by the receiving institution. You are responsible for knowing the policy of the receiving institution before sending a faxed transcript.
- Faxes will not be sent outside the United States.
- All transcripts request are processed in the order in which they are received regardless of the method by which they are requested.

For Office Use Only:

Received by _____ Date _____