



Cedar Hill Preparatory Academy

Transcript Request

Name of Student (on transcript) _____	
Current Phone Number _____	Date of Birth _____
Date of Graduation _____	and/or Dates of Enrollment _____

Will Pick Up		
Mail Transcript(s)		
Address of Recipient _____ _____ _____ _____		
Hold for Pending Graduation Hold until Grades are Posted Rush Processing		
Transcripts are processed every Friday unless a hold is placed; for next day processing \$10 will be added to the price of each transcript ordered.		

Number of: Official Transcripts (\$15 each) _____	Unofficial Transcripts (\$10 each) _____
Official Transcript (sealed and printed on official paper)	Unofficial Transcript (not sealed and printed on unofficial paper)

OFFICE USE ONLY	Amount Paid \$ _____	Date Fee Paid _____
Date Sent _____	Transcript Issued By (initials) _____	