



Blessed Hope Academy



TRANSCRIPT REQUEST FORM

Complete entire form and include handwritten signature. Mail or FAX the form to Blessed Hope Academy. You will be notified if there are financial holds on your record. There will be a 5 business day processing time once the form has been received by Blessed Hope Academy.

FEES: For first year graduates subsequently or after 1 year -

- \$5.00 per official copy of transcript
- \$2.00 per unofficial copy of transcript
- \$10.00 per replacement of official diploma

You may pay by check or credit card.

Student Name: _____

Former Name(s): _____

Date of birth _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Dates of attendance / Graduation: _____

MAIL TRANSCRIPT TO: (Student must provide complete and legible mailing address.)

STUDENT SIGNATURE: _____

Return form and fee(s) to:

Blessed Hope Academy
4930 Research Drive
San Antonio, TX 78240

You may also FAX this form with credit card information to: (210) 690-9299

Credit card #: _____

Name on card: _____

Zip code credit card bill comes to: _____

Expiration date on card: _____

Signature: _____

Relationship to requestor: _____