

Tamu Sana Kayama Preparatory Academy  
**OFFICIAL TRANSCRIPT REQUEST FORM**  
(Unofficial Transcripts can be received via email or during office hours for free)

REQUEST FROM: (Name, Social Security # and Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, give \_\_\_\_\_ permission  
(Student's name) (School providing transcript)

send \_\_\_\_ copies of my official transcript to \_\_\_\_\_.

Thank you

\_\_\_\_\_  
(signature, date)

WHERE TRANSCRIPTS SHOULD BE SENT  
(Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please hold this request for:

\_\_\_\_ Grades  
(circle one) FALL SPRING SUMMER  
\_\_\_\_ Degree to be posted  
\_\_\_\_ Other

\*\* Please follow the procedures of each school/college/university for submitting this form to their Records Office. Thank you.\*\*

OFFICE USE: (2 Free Official Transcripts Per Year)
#1 _____ #2 _____
\$2 per official transcript _____ (pd/waived)
Total _____