

# OFFICIAL TRANSCRIPT REQUEST FORM

Please read the following carefully before proceeding.

Fees for transcripts by mail are the same for official and unofficial transcripts. \$5.00 per transcript for former students/graduates. Cash or money order only.

You must provide information for all **required** fields. Failure to complete any one of the fields below may delay or prevent your request from being processed.

## Student Information:

Full Name **(required)**

Date of Birth **(required)**

Email Address

## Address for Transcript Delivery **(required)**:

Mailing address where the transcript(s) should be sent.

1.

Note: Up to two transcripts may be requested on this form. Use additional forms as necessary. Fee is per transcript.

2.

Student Signature

Date

\_\_\_\_ No. Transcripts Requested      \_\_\_\_\_ Cost = \_\_\_\_\_

Cash     Check (Checks payable to Avondale Academy)

Initial \_\_\_\_\_

AVONDALE  
ACADEMY

1435 W. Auburn Rd  
Rochester Hills, MI

Main Office:  
(248) 537-6600

Fax:  
(248) 537-6605

Counseling Office:  
(248) 537-6615

Allow 1 week for processing. Submit all requests at least 3 weeks before deadline.

Transcripts may be requested online at [www.parchment.com](http://www.parchment.com) for **free** for the Class of 2010 or later.