



Leilehua High School

1515 California Avenue, Wahiawa, HI 96786 :: 808.305.3101

Transcript Request

Please deliver or mail your request to the Registrar's Office. A picture ID is required upon submittal and/or pick up.

Print full name used as a student at Leilehua High School:

Last Name

First Name

Middle Name

Date of Birth: ____/____/____
Month Day Year

Graduation Year: _____

I hereby give consent for the transfer of academic records (check one):

- All semesters to date, includes all grades from 9th to the date of this request, available now
- 6 Semesters, includes all grades 9-11, available after June of Junior Year
- 7 Semesters, includes all grades 9-11 and first semester of grade 12, available after January of Senior Year

Include Test Scores on transcript: Yes No

Signature of Student (18 yrs or older)/Requestor

or

Signature of Parent/Guardian (if student is under 18 yrs. old)

Date of Request: _____

Contact Phone Number: _____

Process Type	Cost per Record	# of Records	Subtotal
Regular <i>(allow 5 business days from the date request is received)</i>	\$2.00*		
Expedite/RUSH <i>(requests recieved by 3pm will be sent to the post office/counselor by the next business day)</i>	\$4.00*		
	*Cash or money order only	TOTAL COST	

For Unofficial Copy *(Transcripts provided in the following manner will be considered **UNOFFICIAL**)*

Select transfer option:
(copy of picture ID must accompany request)

- Fax Number: _____
- To be picked up by Student/Requestor
- Counselor: _____

For School/Organization: *(UH Manoa, NCAA, Scholarship)*

Are you using the Common Application
(commonapp.org) to apply to colleges?

- YES
- NO

If Yes, then see counselor for approval

Counselor Signature

For Official Copy

Official transcripts are mailed directly from Leilehua High School.

Print complete **Name** and **Mailing Address** of school or organization to which transcript is to be sent.

*PRINT or TYPE legibly below,
this will go in the window envelope

Sample:

Leilehua High School Attn: Admissions Office 1515 California Avenue Wahiawa, HI 96786
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