

CURRENT STUDENTS & THOSE WHO GRADUATED IN OR AFTER 2001: PLEASE ALLOW 4-5 **WORK DAYS** FOR PROCESSING.
FOR TRANSCRIPTS BEFORE 2001: PLEASE ALLOW 4-5 **WEEKS** FOR PROCESSING.

HILO HIGH SCHOOL

REQUEST FOR TRANSCRIPT

PLEASE PRINT

Name _____ Date _____
Last Name First Name M.I. Maiden _____

Phone No. _____ Birthdate _____ If Still at Hilo HS, grade level _____
Year Graduated/Last attended _____

Would you like your test scores included with your transcript?

_____ Yes, please include the following (check all that apply): _____ PSAT scores _____ SAT scores _____ ACT scores

_____ No

I would like to (check one):

_____ Have my transcript mailed to the following address:

Number of Copies _____

PROCESS: _____ now w/present grades
_____ when _____ qtr grades
available
_____ w/final grades/degree

_____ Pick it up (official transcript will be in a sealed envelope)

Requester's Signature

_____ Have an official etranscript sent to _____
Counselor

Parent/Guardian Signature
(required if student is under age 18)

FEE PER COPY - \$1.00

(Students are allowed two free transcripts while attending Hilo HS)

Date Sent _____ Charges _____ Obligations _____