

Transcript Request Form

LaGrone Academy Alumni



ALUMNI TRANSCRIPTS - Ordering Info
Cost of Alumni Transcripts is \$2 per copy.

- ☐ **I understand and agree that this form, payment and copy of valid ID are required to process this request.**

Payment in exact cash, check made payable to "LaGrone Academy", or money order. Transcripts will be available for pickup at LaGrone Academy or mailed to the college/university, as indicated by the student on this form. Please allow 5 Business Days for processing once your request and payment are received. Please note that during the Summer, Fall registration, and semester exams, processing times may be extended.

Name: _____ DOB: _____

LaGrone Academy Student ID: _____ Graduation Year: _____

Phone Number: _____

of transcripts needed: _____ (payment must match # of transcripts ordered)

CHECK ONLY WHAT APPLIES. PLEASE COMPLETE ADDRESS SECTION.

- ☐ Mail # _____ of transcripts to the following school:

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

- ☐ I will pick up # _____ transcripts in person at LaGrone Academy

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY:

REGISTRAR USE ONLY:

TOTAL # REQUESTED: _____

STUDENT ID VERIFIED: _____

FINE CHECKED: _____

AMOUNT PAID: _____

DATE PAID: _____

DATE SENT: _____

VIA: MAILED OR TREX OR CALLED FOR PICK UP

TREX TRACKING #: _____