



Bethel  
CHRISTIAN SCHOOL

## Transcript Request Form

- Please complete ENTIRE form below and submit to front desk.
- **There is a \$3 fee per transcript ordered.** (No charge for transcripts needed for scholarship applications)
- Submit one request for each transcript requested. **Requestor is responsible for the correct address.**
- Transcript shows only high school semester credits completed (9<sup>th</sup>-12<sup>th</sup> grade). Use Records Request form for copies of report cards, SAT scores, etc.
- Student records are confidential. Transcripts will be issued only at the *written* request of the student or parent if the student is under 18. Students over 18 must sign the request form themselves.
- Allow 7-10 days for processing.
- Transcripts will not be issued until all outstanding debts with the school are settled.

Name While Attending Bethel: \_\_\_\_\_

Current Name (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Day phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Year last attended: \_\_\_\_\_ Grade last attended: \_\_\_\_\_

Graduate of Bethel Christian School? Y N  Last enrolled in the Homeschool program

I wish to order an:  Official Transcript (This document may only be opened by the organization it is intended for. Official transcripts will no longer be identified as official if they are copied.)

Unofficial Transcript

To be picked up Mail To: \_\_\_\_\_

Send immediately \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 (For Office Use Only) Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Receipt / Check # \_\_\_\_\_  
 Upon receipt of payment, submit to **Accounts Payable**. Account Clear? Y / N Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Note: \_\_\_\_\_  
 E-mail to **Registrar** upon account clearance. Date Sent/Called: \_\_\_\_\_ Initials: \_\_\_\_\_ Note: \_\_\_\_\_

(Rev 6/4/19)

