



Request for Official Transcript of Record

Holy Family Academy

49 Ashland St.
Manchester, NH 03104

Student Name: _____
(First Name) (Middle Name) (Last Name) (Suffix)

Home Address: _____
(Number, Street, Apt. #) (City and State) (Zip Code)

Daytime Phone #: _____ Date of Birth: _____
(mm/dd/yyyy)

Yes, I am a current student No, I am a previous student Quantity of Transcripts: _____

Approximate Dates of Attendance: _____

1. Transcripts may be requested by parents, if the student is under 18 years of age, and by the student once he or she reaches 18 years of age. Transcripts will be sent without charge for current students and graduated seniors upon the completion of their final grades. Transcripts will be sent for all other graduates and former students for a service fee of \$3.00 per transcript.
2. Transcript requests will be fulfilled as quickly as possible (generally within 7–10 business days) in the order in which the requests are received, however during busy periods such as examinations, graduation, and registration, there may be some delay. Transcripts should therefore be requested well in advance.
3. Neither official nor unofficial transcripts may be released if you have a financial obligation to the Academy.

Official Transcripts are sent to a college, university, government agency, or scholarship program. Official transcripts will not be sent directly to the student except when the student provides the name of the institution requesting the transcript. Transcripts will be given to the student in a sealed envelope with the Dean of Academics and Faculty's signature across the back. If the envelope is opened by the student, the transcript will no longer be official and/or valid.

PRINT CLEARLY below the name and address of the person, institution, or program which you wish to receive this transcript.

Select one of the following:

- Send transcript(s) immediately
- Hold for office pickup
- Hold until grades for _____
trimester are completed

Parent's Signature: _____ Date: _____
(If student is under 18 years of age)

Student's Signature: _____ Date: _____
(If student is over 18 years of age)