

## Waiākea High School Transcript Request Form

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

Academy \_\_\_\_\_  
(Current students only)

Please **print** your name: \_\_\_\_\_

If different, name while attending school: \_\_\_\_\_

GRADUATION YEAR: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
(Student less than 18 years of age must have **Consent for Release of Information** form signed by parent/guardian.)

Where you can be reached if we encounter a problem filling your request:

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

QUANTITY REQUESTED \_\_\_\_\_

**Payment must be made at the time of request.** We send your transcripts by USPS mail or electronically.  
Please allow 5 days for postmark processing. Official transcripts cannot be faxed.

### Current Waiākea High Students

Official Transcript: \_\_\_\_\_ Mailing - \$1.00 \_\_\_\_\_ Electronic - \$0.50  
(First 2 requests are FREE) \_\_\_\_\_ Issued to Student - \$0.50 To counselor only

Unofficial Transcript: \_\_\_\_\_ Issued to Student - \$0.25 \_\_\_\_\_ Faxed - \$0.25

### Waiākea High Alumni

Official Transcript: \_\_\_\_\_ Mailing - \$1.00 \_\_\_\_\_ Electronic - \$1.00  
\_\_\_\_\_ Pick-up - \$1.00

Please indicate the reason for the request:

School     Employment     Scholarship     Armed Forces     Other

SPECIAL REQUESTS: \_\_\_\_\_

Test scores are included unless otherwise requested. Current report cards may be included upon request.

**PLEASE PRINT COMPLETE RECIPIENT ADDRESS(ES) HERE, AND/OR ATTACH ANOTHER SHEET:**

**Your signature is required:** \_\_\_\_\_

*Hand deliver, mail, or fax this completed **signed** form to the address or fax # below.*

**Waiākea High School  
Office of the Registrar (A202)  
155 West Kāwili Street  
Hilo, Hawai'i 96720-5038  
Phone: 808-974-4826  
Fax: 808-974-4880**

**NOTICE**  
**The Department of Education shall assess and collect a service charge of \$25.00 for any dishonored (bad) check in accordance with Chapter 40-35.5 H.R.S. (Effective 07-02-07)**