



## Highland Academy Transcript Request

Send request to: Registrar Fax: (615) 325-4824 or email: [vsherman@highland-academy.com](mailto:vsherman@highland-academy.com)

(Transcripts will not be released unless the student account is clear.) Following graduation, the first transcript requested will be sent free. A \$5.00 charge must accompany a written request for each subsequent transcript.

**Name:**

\_\_\_\_\_  
Last (Maiden) First Middle

Graduation Year: \_\_\_\_\_ DOB: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Type of Transcript:**

**Send:**

Unofficial (personal use)

Now (within 5 Business days)

Official (signed, stamped, sealed envelope)

Rush (within 2 Business Days)

SAT/ACT scores

By: \_\_\_\_\_  
(Date)

Special Instructions: \_\_\_\_\_

---

**Delivery:** (Please complete all that apply and are acceptable to receiver)

Email: \_\_\_\_\_

FAX: \_\_\_\_\_

Mail to: \_\_\_\_\_

---

Your typed signature serves as permission to release your transcript as requested above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date