



Leilehua High School

1515 California Avenue, Wahiawa, HI 96786 :: 808.305.3101

Transcript Request

Please deliver or mail your request to the Registrar's Office. A picture ID is required upon submittal and/or pick up.

Print full name used as a student at Leilehua High School:

Last Name

First Name

Middle Name

Date of Birth: ____/____/____
Month Day Year

Graduation Year: _____

I hereby give consent for the transfer of academic records (check one):

- All semesters to date, includes all grades from 9th to the date of this request, available now
- 6 Semesters, includes all grades 9-11, available after June of Junior Year
- 7 Semesters, includes all grades 9-11 and first semester report card for grade 12, available after January of Senior Year

Include Test Scores on transcript: Yes No

Signature of Student (18 yrs or older)/Requestor

OR

Signature of Parent/Guardian (if student is under 18 yrs. old)

Date of Request: _____

Contact Phone Number: _____

Process Type	Cost per Record	# of Records	Subtotal
Regular <i>(allow 5 business days from the date request is received)</i>	\$2.00*		
Expedite/RUSH <i>(requests recieved by 3pm will be sent to the post office/counselor by the next business day)</i>	\$4.00*		
	*Cash or money order only	TOTAL COST	

For Unofficial Copy *(Transcripts provided in the following manner will be considered **UNOFFICIAL**)*

Select transfer option:
(copy of picture ID must accompany request)

Fax Number: _____

To be picked up by Student/Requestor

Counselor: _____

For School/Organization: *(UH Manoa, NCAA, Scholarship)*

Are you using the Common Application
(commonapp.org) to apply to colleges?

YES

NO

If Yes, then see counselor for approval

Counselor Signature

For Official Copy

Official transcripts are mailed directly from Leilehua High School.

Print complete **Name** and **Mailing Address** of school or organization to which transcript is to be sent.

*PRINT or TYPE legibly in the box below,
this will go in the window envelope

Sample:

Leilehua High School
Attn: Admissions Office
1515 California Avenue
Wahiawa, HI 96786

