



Faith International Academy

Student Transcripts & Records Request Form

All records must be requested by April 1st and will be sent within 10 business days after receiving full payment for the transcripts needed. Full payment is needed to begin the process.

STUDENT'S COMPLETE NAME: _____ Today's Date: _____

GRADE & SCHOOL YEAR(S) ENROLLED AT FIA (circle all that apply):

Grade: K 1 2 3 4 5 6 7 8 9 10 11 12

School Year(s) Enrolled: _____

High School Graduation Year: _____

RECORDS REQUESTED (please check and circle all that apply):

	<u>PRICE</u>	<u># COPIES</u>
<input type="checkbox"/> Report Cards: K 1 2 3 4 5 6 7 8 9 10 11 12	\$1.00	_____
<input type="checkbox"/> Middle School Transcripts	\$2.50	_____
<input type="checkbox"/> High School Transcripts (Includes School Profile & School Name Change Letter)	\$2.50	_____
<input type="checkbox"/> Certificate of Enrollment/Completion/Graduation	\$1.00	_____
<input type="checkbox"/> Other: _____	\$2.50	_____

DELIVERY METHOD: Official records are sent from school to school, not given to students or parents. Circle the preferred method of delivery. **DELIVERY COST DOESN'T INCLUDE THE COST OF RECORDS.**

- Unofficial Copy (only if hand carried from FIA by parent/student) – **FREE**
- Official Records
 - E-mail – **\$0.00** Registered (Post Office) – **\$10.00** DHL / FedEx – **\$50.00**
 - Fax – **\$5.00** Express (Post Office) – **\$20.00**

SENIORS ONLY <https://www.acsi.org/interest/international/intl-school-transcript-depository>
 FIA provides your 1st transcript free (not including DHL/FedEx). After that please go to the above website to apply for any additional transcripts. You will pay online through ACSI.

School/University: _____

Mailing Address: _____

E-mail Address: _____ Fax number: _____

Requested by: _____ **Total Cost:** _____

Contact info: _____

Payment Method: Pay Business Office Wire money to FIA acct Mail check/money order to FIA

 FOR OFFICE USE

Business Office Clearance: _____

Date Records Sent: _____