

CROSS RIVER ACADEMY  
P. O. BOX 1412  
ALABASTER, AL 35007  
(205) 685-5988 PHONE  
205-621-0600 FAX

<b>TRANSCRIPT REQUEST FORM</b>	
<i>Please allow four weeks for preparation of transcripts, not including mailing. There will be a \$20.00 fee for less than two weeks notice.</i>	
Request Date:	Requesting: MAIL      PERSONAL RECORDS
Date Needed:	Reason:      MOVING      TRANSFERRING
Student Name:	Current Grade:
Parent's Name:	
Daytime Phone:	Email:
Request Transcripts be sent to:	
(1)	(2)

When submitting a Transcript Request Form:

1. Report Cards & Fees **must** be up to date for a current transcript.
2. Attendance records must be current.
3. **If student has previously graduated, please include \$5.00 per copy requested.**
4. Fill out the Transcript Request Form, giving this office 4 weeks notice.
5. Copy the completed Transcript Request Form for your records.
6. Mail the original Transcript Request Form to this office at:  
Cross River Academy  
P. O. Box 1412  
Alabaster, AL 35007
7. **If this is a "rush" request (less than two weeks notice), please include \$20.00.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<b>Office Use Only:</b>	
Date Rec'd:	Date Sent:      Prepared by: