

**BRIGHT HORIZONS ACADEMY**  
**P. O. BOX 1412**  
**ALABASTER, AL 35007**  
**(205) 685-5988**

<b>TRANSCRIPT REQUEST FORM</b>	
Please allow four weeks for preparation of transcripts, not including mailing. There will be a \$20.00 fee for less than two weeks notice.	
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:  
Bright Horizons 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:	Prepared by:
Date Sent:	