

CROSS RIVER ACADEMY
 P. O. BOX 1412
 ALABASTER, AL 35007
 (205) 605-5657

TRANSCRIPT REQUEST FORM	
Please allow four weeks for preparation of transcripts, not including mailing. There will be a \$25.00 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:
 Cross River Academy
 P. O. Box 1412
 Alabaster, AL 35007
7. **If this is a "rush" request (less than two weeks notice), please include \$25.00.**

 Parent Signature

 Date

Office Use Only:	
Date Rec'd:	Date Sent: Prepared by: