



# Heritage Academy Transcript Request Form

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www.heritageacademyofcolumbia.com

→ **Processing fee:** Requests made while the student is currently enrolled at Heritage Academy or within one semester of the student's most recent attendance will not require a processing fee. All other requests will require payment of a \$3.00 processing fee for each transcript. Payment must be submitted with request. Please allow four business days for processing your request.

Date of Request: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Birth Date: \_\_\_\_\_

Age of Student at time of request: \_\_\_\_\_

*PLEASE NOTE: Students who remain under eighteen years of age at the time this Transcript Request Form is submitted must have their parents sign at the bottom of this form. Student who are eighteen or older when this form is submitted must sign this form themselves.*

**Have you already completed your high school career?**  yes  no

**If yes**, in what year did you complete it? \_\_\_\_\_

Were you enrolled at Heritage Academy when you complete it?  yes  no

Did you fulfill requirements for a Heritage Academy diploma?

**If no**, are you still enrolled at Heritage Academy?  yes  no

In what year do you expect to complete your senior year?

Do you plan to graduate with a Heritage Academy diploma?  yes  no

## AUTHORIZING STATEMENT AND SIGNATURE:

I hereby request and authorize the release of a transcript for the above named student to the following person or institution:

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

OR Fax Number: \_\_\_\_\_

Release is being granted for the following purpose:

to verify eligibility for good-student discount (auto insurance)

to complete the admission process set forth by a college or university

to provide documentation required for transferring high schools

to provide documentation required for scholarship evaluation

Other: \_\_\_\_\_  
\_\_\_\_\_

Please send the requested transcript before the following date: \_\_\_\_\_

*Note: Please allow four business days for processing*

**Authorizing Signature:** \_\_\_\_\_

*Parent signature required, unless student is eighteen years or older, in which case student's signature is required.*

Transcript Prepared By: \_\_\_\_\_  mailed  faxed Date: \_\_\_\_\_

## Heritage Academy's *Protection and Disclosure of Records* Policy

Heritage Academy will not permit access to or the release of educational records of a student, including grades and transcripts, other than directory information without the written consent of the parent or eligible student to any party except:

- Heritage Academy Board of Trustees, staff (including paid or volunteer staff employed to coordinate student information), and legal counsel who have legitimate educational interest.
- Educational accrediting agencies,
- In compliance with a civil judicial order or lawfully issued subpoena. Heritage Academy must comply with the order even if the parent, legal guardian, or student cannot be reached, although every reasonable effort will be made to notify the parent, legal guardian or student prior to the disclosure; and
- To persons in an emergency situation to protect the health or safety of students or other persons.

Written consent to disclosure must include a signature and date, must specify the records to be disclosed, the purpose of disclosure, and the party to whom the disclosure may be made. Written consent will, unless otherwise specified, authorize only a single disclosure.