

## REQUEST FOR OFFICIAL TRANSCRIPT

This form is to ensure that all pertinent information is supplied so that we may process this request in a timely manner. Upon receipt of this form and a check for \$5.00 per request, a sealed official transcript will be sent from our organization to the student. The student then can hand-carry or forward via the mail the sealed transcript to the organization or institution of his/her choice.

(If sending to more than one institution/organization, make extra copies of this form.)

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Susquehanna Valley Homeschool Diploma Program, Inc.  
2A Craig Run Road, Duncannon, PA 17020

Request date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*(Please print clearly)*

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduation Date (include the year): \_\_\_\_\_

\_\_\_\_ Enclosed is a check for \$5.00. Please send a sealed official SVHDP transcript to me.

Student Signature: \_\_\_\_\_

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*Official Use Only:*

Date request received: \_\_\_\_\_ Check #: \_\_\_\_\_

Date transcript sent: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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