

**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, a sealed official transcript will be sent to your home stamped with our official seal and sealed in an envelope. You are to forward or hand-carry the transcripts (unopened) to the institution or organization requiring this document. Unfortunately, due to many institutions discarding the transcripts we have sent, it is necessary for us to mail this document directly to the student.

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

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**Susquehanna Valley Homeschool Diploma Program, Inc.  
Sandy Elliott  
1806 Suncrest Drive  
Carlisle, PA 17013**

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

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

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Enclosed is a check for \$5.00. Please send an official SVHDP transcript to:

Student's Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Print Name Clearly: \_\_\_\_\_

*Official Use Only:*

**Date request received:** \_\_\_\_\_ **Date transcript sent:**  
\_\_\_\_\_

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