

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 needing transcripts for more than one institution/organization, make extra copies of this form.)

✂ _____
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: _____