

REQUEST FOR OFFICIAL TRANSCRIPT

This form is designed to ensure that all pertinent information is provided, allowing us to process this request promptly. 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, we must mail this document directly to the student.

NEW: We can email an official transcript to an institution or employer. We would need the email address for the person receiving the transcript. The cost is \$10, which includes a paper transcript sent to the student.

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**Susquehanna Valley Homeschool Diploma Program, Inc.
5714 Potteiger Ave.
Harrisburg, PA 17112**

Request date: _____

Student Name: _____

Phone #: _____ Student Email Address: _____

Date of Graduation (include year): _____

Number of Paper Transcripts requested: _____ Email/Paper Transcripts requested: _____

(Please include the institutions emails below)

Enclosed is a check for \$5.00 per paper or \$10.00 per email/paper transcript.

Please send an official SVHDP transcript to:

Student's Address: _____

Student Signature: _____

Print Name Clearly: _____

*Institutions' email address for electronic transcript: _____

(Can not be the parent or student email address)

Official Use Only:

Date request received: _____ **Date transcript sent:** _____

Notes: _____