



45-527 Pakalana Street
Honoka'a, HI 96727
Phone: (808) 775-8800 Fax: (808) 775-8803

TRANSCRIPT REQUEST FORM

Mail this form to the steve.hanks@k12.hi.us

Requester Information:

Legal First Name:	Legal Last Name:	Last Name When Attended:
Home Address:		Phone #:
City:	State:	Zip Code:
Birth Date:	High School Graduation Year:	

Address Where The Transcript Should Be Sent:

Name of School:
Address:
City, State, Zip Code:

Do You Want Test Scores Included? YES ___ NO ___

Student Signature:	Date:
Parent Signature:	Date:

*If you're a student requesting a transcript and are under the age of 18, then Parent/Guardian's Signature is required.

*Turn around time for requested transcripts to be completed will be between 1 to 2 days once request form is turned into our office.