



# Fieldstone Transcript Request

## Current Students:

- Current Fieldstone students may get two free copies each academic year. After that, there is a charge of \$20.00 per transcript. Students must fill out a Transcript Request Form each time they request a transcript.
- Allow at least 2 school days for the request to be completed

## Alumni and former Students:

- There is a charge of \$20.00 per transcript (plus shipping)
- Allow at least 2 school days for the request to be completed

## Rush Order (same day/within 24 hours):

- For same day (24-hour) orders, there is an additional charge of \$20 per order

\*\*\* Please note that transcript pickup hours are Monday – Friday from 9:00 a.m. to 3:00 p.m.

### ***Filled out by students:***

#### **Current students:**

Date \_\_\_\_\_ & reason \_\_\_\_\_ for transcript request:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

#### **Graduates and former students:**

What year did you leave Fieldstone: \_\_\_\_\_

### ***Office Only:***

Charge entered into Maplewood by \_\_\_\_\_ on \_\_\_\_\_.

A payment of \$\_\_\_\_\_ has been collected and a receipt has been issued to the student.

Request has been processed on \_\_\_\_\_.

Request has been put on hold due to \_\_\_\_\_

\_\_\_\_\_