

Okinawa Christian School International (**REQUEST FORM**)

Requests will be available for pick up 5 business days after payment (up to 2 weeks for multiple requests)

Name _____ Date _____ Grade or Graduation Date _____

Phone Number _____ E-mail _____

For Transcripts:

High School Transcript

I would like my transcript to be mailed (Fee: ¥800 or \$10.00)

Please send to: _____

I will pick up my transcript (Fee: ¥500)

a. I will send it to: _____

Name of College /University

b. Other reason(s): _____

Signature (upon receipt)

Date

I would like my transcript sent electronically (Fee: ¥500 or \$7.00)

Please send to: _____

Note: Transcripts will be sent to colleges or approved programs only (not to personal email addresses)

For School Records:

I would like my school records to be mailed (Fee: ¥2,000 or \$25.00)

Please send to: _____

I will pick up my school records (Fee: ¥1,000)

Signature (upon receipt)

Date

Other Documentation (Fee: ¥200 or \$3.00)

Certification of Enrollment Certification of Graduation Certification of Expected Graduation

OFFICE USE ONLY

Fee Paid/Accts. Receivables: _____
Date Initial

Transcript/School Record Sent: _____
Date Initial