

## Venture Academy Official Transcript Request

Venture Academy will provide up to four (4) transcripts at no charge for each student. For all other requests a \$2.00 charge per transcript will be due prior to Venture Academy sending the transcript. Requests will be tracked by the office. A new form must be filled out for every request. Each transcript will be sent by regular first class mail; any additional costs must be paid by the student requesting the official transcript prior to mailing (tracking, Priority Mail, signature guarantee, etc.) and will be determined by V.H.S. administration.

Transcripts are confidential and have to be signed by an administrator stating their validity and accuracy, sealed by official stamp, and mailed by a Venture Academy employee to be considered valid by most educational institutions. Any transcript handed to a student in a non-sealed envelope and/or with a seal that is broken is usually considered unofficial and may not be accepted by the educational institution the transcript was sent to. Additionally, the transcript will be considered unofficial by Venture Academy if the seal is broken in any way by someone other than the institution listed below. This form must be fully legible and be submitted one calendar week (7 days) prior to the "send by" date to guarantee mailing by the requested date or personal receipt of the transcript.

By signing this form you acknowledge that you understand the information stated above and agree that your/your student's official transcript will be sent to the stated institution using the information you have provided below and that only sealed transcripts will be considered official by Venture Academy. Additionally, you acknowledge that this request will count toward your allotment of four (4) transcripts per student.

Student's Full Legal Name: \_\_\_\_\_

Student #: \_\_\_\_\_ Crew: \_\_\_\_\_ Grade: \_\_\_\_\_

School Requested (Exact name of the University/College that the transcript will be sent to):  
\_\_\_\_\_

Mailing Address (where should the transcript be mailed):

\*It is your responsibility to provide this information accurately

\*If you want to pick up your official transcript in person, leave this section blank

\_\_\_\_\_  
\_\_\_\_\_

Send by (MM/DD/YYYY if applicable):  
\_\_\_\_\_

Student Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

### Official Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Required: Yes No Fee collected (if applicable): Yes No Receipt Number: \_\_\_\_\_ Tracker Date: \_\_\_\_\_

Signed by VHS administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Cover Letter Included by: \_\_\_\_\_ Date: \_\_\_\_\_

Sealed by: \_\_\_\_\_ Date: \_\_\_\_\_

Sent by: \_\_\_\_\_ Date Sent: \_\_\_\_\_