



PHIS Transcript Request Form

Date: _____ Grade or Graduation Year: _____ Birthdate: _____

Please **print** your current **LEGAL** name: _____

If different, name while attending PHIS: _____

Phone Number: _____ Email: _____

Check one:

- 1. Grades only
- 2. Test scores only
- 3. Grades & test scores

Reason for request:

- School
- Employment
- Scholarship
- Armed Forces
- Other _____

Student's Signature: _____ Date: _____

If student is less than 18 years of age, parent/guardian's signature is required to give school consent for release of information.

Parent/Guardian's Signature: _____ Date: _____

Transcript will be mailed directly to addressee. **Please attach a stamped addressed envelope for each request.** Transcript will be mailed to:

Current PHIS student:

- | | | |
|------------------------|----------------------------------|--------------------------------------------|
| Official Transcript: | <input type="checkbox"/> Mailing | <input type="checkbox"/> Issued to Student |
| Unofficial Transcript: | <input type="checkbox"/> Mailing | <input type="checkbox"/> Issued to Student |

PHIS Alumni:

- | | | |
|------------------------|----------------------------------|--------------------------------------------|
| Official Transcript: | <input type="checkbox"/> Mailing | <input type="checkbox"/> Issued to Student |
| Unofficial Transcript: | <input type="checkbox"/> Mailing | <input type="checkbox"/> Issued to Student |

INSTRUCTIONS:

1. Transcript will be mailed directly to addresses. One request per form. **Please attach a stamped addressed envelope for each request.** For pick-up, please attach an envelope with your name on it.
2. Allow 4-5 working days for transcript processing. If you graduated after 1980, allow 7 working days for transcript processing.
3. If you are 18+ years old, you do not need a parent/guardian signature.
4. Submit a copy of a current photo ID if request is not done in person.
5. Mail this completed form, stamped addressed envelope and copy of current photo ID to:
Pahoa High & Inter. School, 15-3038 Pahoa Village Road, Pahoa, HI 96778.
6. Any questions, call Pahoa High & Inter. School Registrar's Office (808)313-4321.

Office Use: Transcript sent on _____

Processed by: _____