



Official Transcript Request Form

Print, complete and sign the Official Transcript Request Form.

There is no charge for Official Transcripts being emailed to any institution (cannot be emailed to personal emails; gmail, outlook, yahoo etc.). If a Hardcopy of Official Transcripts must be mailed to the student or any institution there is a \$10 charge.

Aztec Home Schooling
6020 Academy Rd NE STE 201
Albuquerque NM 87109-3315
Phone: 505-822-9790
Fax: 505-822-1312
contact@aztec-hs.com

Student Name: \_\_\_\_\_
First M.I. Last

Date of Birth: \_\_\_\_\_
Month - Day - Year

Mailing Address: \_\_\_\_\_

Apt, Suite, etc: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Diploma Registration #: \_\_\_\_\_
Month - Day - Year

Student Signature: \_\_\_\_\_

Please check one: [ ] EMAILED (free to any institution) [ ] HARDCOPY (must include check/money order for \$10)

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
Institution Email (only fill out if the institution accepts emailed transcripts)

\_\_\_\_\_  
Department or Attention

\_\_\_\_\_  
Mailing Address (if mailing)

\_\_\_\_\_  
City, State, Zip (if mailing)