



Online High School Program - Summer 2024

### Transcript Request Form

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Grade Level for 2023-24 school year: \_\_\_\_\_

Parent/Guardian First Name: \_\_\_\_\_ Parent/Guardian Last Name: \_\_\_\_\_

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

Zip: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I do not want this course added to my student's transcript (course is for survey/practice only).

#### Transcript Information

One (1) transcript will be mailed for each paid session; additional transcripts will be charged a fee of \$10.00. Students must complete a Course Agreement with their instruction in order to receive a grade. Students who receive a "NG"(No Grade) will NOT receive a transcript and their Course Agreement will be filed with the **Orion International Academy and Parchment**.

Email Transcript       Mail Transcript       Pick Up Transcript: Location: 11255 Central Ave. Ontario, Ca 91762

**Transcript to be Mailed/Emailed to:**

Parent Name or School Site: \_\_\_\_\_

Attention: \_\_\_\_\_

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

City: \_\_\_\_\_

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

Current School Counselor: \_\_\_\_\_

**Course Student is Registered for:**

Course Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Transcripts will be mailed within 2 weeks of the completed course date. Orion International Academy is not responsible for transcripts that are lost or stolen. Additional transcripts can be requested for a \$10.00 fee by email a Transcript Request Form Orion International Academy Office at (909) 999-0025. Once a request has been received a member of the College of Extended and Global Education staff will contact you to verify the information and receive payment.

**FOR OFFICE USE ONLY  
DO NOT WRITE BELOW THIS LINE**

Date Requested Received: \_\_\_\_\_

Processed By: \_\_\_\_\_

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