

ALBUQUERQUE ACADEMY – *current students*
REQUEST FOR OFFICIAL TRANSCRIPT

Questions? Contact the registrar, Mauree Thordahl by phone: 505-828-3220 or email: registrar@aa.edu.

Download, complete & sign form. Send form as an attachment in an email to registrar@aa.edu. No transcript requests will be accepted over the phone.

Please write on this side.

Full Name (last, first, middle):

Student ID Number:

Email Address:

Address:

Phone Number:

Reason for Release:

Date of Birth:

Year of Graduation

Due Date (if applicable):

Delivery instructions:

Mail paper transcript(s) to individual or institution listed below. How many copies?

Email to institution at email address listed below.

Recipient:

Name:

Mailing or Email Address:

Signature: (required)

Date:

My signature signifies that my academic record will be released to me or to the above listed party. It also signifies that all pick up requests must be picked up by me or the designee with a valid photo ID and my signed consent.

OFFICIAL USE ONLY

Processed by:

Date received:

Date sent: