

**Requirements for requesting a high school transcript & Form**

**In the comments area of the form include:**

**FULL name of student**

**Provide college names and addresses to which the transcript should be postal mailed. The transcript will include the most recent ACT / SAT score, if applicable.**

**Allow 2 weeks processing time from date of final approval of draft transcript by the parent.**

**No rush processing.**

**Please ensure that you have all high school credits and grades updated and submitted to the school Administration.**

**For students who plan to attend college as the next step in life we recommend using the graduation requirements used by the public schools as a guide.**

**Please Print or Type**

**Full Legal Name:** \_\_\_\_\_

**College Name:** \_\_\_\_\_

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

**College Name:** \_\_\_\_\_

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

**College Name:** \_\_\_\_\_

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

**College Name:** \_\_\_\_\_

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

Fax 650-479-8969 or email to: [fivepointlearningacademy@yahoo.com](mailto:fivepointlearningacademy@yahoo.com)  
or mail to 5 Point Learning Academy, 203 Harts Bridge Rd, Jackson, TN 38301-7672