

Waimea Middle School

Request for Academic Records

Name of Student: _____

Current Grade: _____ Request Date: _____

WMS is happy to provide academic records for families. A fee of \$5 per record will be assessed for each Report Card or Transcript requested. If, for example, transcripts are requested for more than one year, the fee will be \$5 per year. Also, if the same record is to be sent to more than one school or organization, the fee is \$5 per record transmittal. Cash or check accepted for record requests.

As an alternative to giving family members a printed copy of requested records, WMS can transmit records both electronically or by mail direct to schools or other organizations such as those that award scholarships. Please bring printed instructions for transmittal when coming to pay the processing fee. Documents cannot be transmitted until paid for.

Record Requested	Quarter/Semester Or Year	# of Records Requested
Report Card(s)	Circle: Quarter/Semester/Annual for what years:	
Transcript(s)	School year(s) needed:	
Send to multiple recipients?		
		Total # of Records:
	\$5 Fee Per Record X ___ =	\$ _____

To be: __ Picked up by family member; __ Electronically transmitted; __ Mailed
Please attach Instructions for emailing or mailing.

Parent/Guardian Print

Date

Parent/Guardian Signature

Phone #

For office use:	
Date request received: _____	Receipt # _____
Received by Requester: _____	
Date: _____	Staff: _____

This is a Printable Form. Plz Download, fill out and bring to school office to pay for request. Or, email Lorna_Muromoto@wmpccs.org. Questions: 887-6090 Ext. 228. Please allow 24 hours to process request after payment received.