

Transcript Request Form

FHS Office of the Registrar, 1564 N. King St., Honolulu, HI 96817

Tel.# 808-832-3622 FAX# 808-832-3624 or 808-832-3587

I, _____, DOB: _____
Print Legal Last Name (or Maiden Last Name), Print Legal First Name

whose last public school attended was Farrington High School, am:

___ Requesting my Official Farrington High School Transcript:

(An Official transcript is only mailed, or given to you in a sealed envelope by the Registrar's Office.)

___ Requesting my Un-Official Farrington High School Transcript:

(An Un-Official Transcript can be either mailed to you or given to you by the Registrar's Office.)

Choose one option: ___ Mail transcript to address below. ___ I will pick up transcript at Registrar's Office.

Name of Requesting Person, Institution or Employer

Street Address

City

State

Zip Code

Specific person or office receiving this transcript.

Example: University of Hawaii Admissions Office

Signature of Requestor _____ Date _____

Transcript needed for: _____

Home Tel. # _____ Cell Phone # _____

Year of Graduation from Farrington High School.

Last Year attended Farrington High School.

- **Payment of \$1.00** must accompany this request. (Same Day Service \$5.00)
- Make checks out to *W.R. Farrington High School*.
- Requests will be processed within 72 hours of receipt.

In accordance with the Family Educational Rights Privacy Act of 1974, W.R. Farrington student academic records are classified as confidential and will be released only with the student's written authorization and signature and only to the specific party and for the specific purposes as determined by the students. Transcripts released to the individual student may be considered Un-Official.

An Official transcript is sent directly from the Registrar to the specified individual/institution and will be affixed with the school seal.