



# Abundant Life Christian School *Transcript Request Form*

There is a \$10.00 service fee to retrieve and send a transcript. Please return this form along with check or money order payable to "ALCS" to 4901 E. Buckeye Rd, Madison, WI 53716. Please allow 3-5 business days to process most transcripts, and 7-10 business days for transcripts prior to 2004. **For faster service**, after paying your transcript fee here you may request transcripts be sent electronically at [www.Parchment.com](http://www.Parchment.com) (Parchment will charge a small fee for this service). You will need to create an account the first time you login. The college/school will receive your transcript the same day it is sent.

Student Name: \_\_\_\_\_  
(at time of attendance)

Current Grade or Graduation Year: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

## Send Transcript To:

Institution: \_\_\_\_\_

Attn: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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