

# Aztec Home Schooling



## Official Transcript Request Form

Request Official Transcripts by Mail:

Print, complete and sign the Official Transcript Request Form and mail or fax the completed form to Aztec Home Schooling. There is no charge for Official Transcripts being sent to any institution. If Official Transcripts are mailed to the student there is a \$10 charge. Official Transcripts will only be mailed USPS, they may not be faxed.

Aztec Home Schooling  
6020 Academy Rd NE STE 201  
Albuquerque NM 87109-3315  
Phone: 505-822-9790  
Fax: 505-822-1312  
contact@aztec-hs.com

### Transcript Request:

Student Name: \_\_\_\_\_  
First
M.I.
Last

Date of Birth: \_\_\_\_\_  
Month - Day - Year

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

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

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Diploma Registration #: \_\_\_\_\_  
Month - Day - Year

Student Signature: \_\_\_\_\_

### Please mail my Transcripts to:

Please check one:  Institution (free)  Student (must include check/money order for \$10)

\_\_\_\_\_  
 Institution Name

\_\_\_\_\_  
 Department or Attention

\_\_\_\_\_  
 Mailing Address

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