



THE KING'S ACADEMY

Education with a higher purpose

Request for High School Records

Print and complete this document and mail to The King's Academy with a **\$5 fee per document requested** (note: your records will not be processed until we have received payment).

The King's Academy
471 Arnold Mill Road
Woodstock, GA 30188

Contact Information

Name at time of graduation: _____ Graduation year: _____

Phone number: _____ Email address: _____

Address: _____ City: _____ State: _____ Zip: _____

Record Details

Which type of record are you requesting?

- Official Transcript (includes embossed seal)
- Unofficial Transcript
- Report Card (indicate grade here: ____)

Where would you like the records sent?

- To the address listed above
- To the following address:

School/organization: _____

Address: _____

City, state, zip: _____

Make checks payable to The King's Academy and write "transcript request" on the memo line.