



# Riverside Academy

## Official Transcript Request Form

332 Railroad Avenue

Reserve, LA 70084

Phone: (985) 536-4246 Fax: (985) 536-2127

www.riversideacademy.com

Name: \_\_\_\_\_  
*Last*
*First*
*Middle*

<b>Maiden Name (if applicable):</b>			
<b>Graduation Year:</b>		<b>Or Withdrawn Year:</b>	
<b>Date of Birth:</b>		<b>Last 4 Digits of Social:</b>	
<b>Contact Phone #</b>			
<b>Email Address:</b>			

Please send official transcript to the school listed below: \_\_\_\_\_ -- or -- pick up: \_\_\_\_\_

<b>College, University, or Agency</b>	
<b>Address</b>	
<b>College, University, or Agency</b>	
<b>Address</b>	

**Notes:**

Please provide the complete address for the college, university, or agency where you would like your transcripts to be sent. Please be aware that any transcript that is faxed will not be official. Only mailed and sealed transcripts are official. Requests must be emailed to Ms. Kristen Roussel at [krroussel@riversideacademy.com](mailto:krroussel@riversideacademy.com) or faxed to the school at (985) 536-2127. Please allow 3 to 5 business days for processing from the time the request is received in our office. Riverside Academy must have the signature of the former student to release transcripts. Only if former student is under 18 may a parent sign.

**Signature** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

**Official Use Only**

Date Received: _____
Date Sent: _____