



## TRANSCRIPT REQUESTS

Transcript requests are processed with the Registrar's Office at Mililani High School

Please use the form on the next page to request for transcripts. We will need the following information when the form is submitted to the Registrar's Office.

1. Name used while attending Mililani High School
2. Date of Birth
3. Year of graduation or last year attended Mililani High School
4. Address where your transcript will be sent to
  - **OFFICIAL** transcripts are mailed directly to requesting School or Organization.
  - Transcript will be **UNOFFICIAL** if it is sent via email, fax or if it is mailed to you.
5. Processing Fee: \$1.00 per copy if requesting completion within five business days, \$5.00 per copy if requesting completion within one to two business days. Payment required in advance. Mail will be via US Postal Service so completion time does not include mail transit once it is mailed from the Registrar's Office. Mililani High School is not responsible for delayed or lost mail.

If you have graduated from Mililani High School you will select Final Transcript.

If you are a current student at Mililani High School you need to select the semesters as needed.

### **Duplicate Diploma:**

Duplicate diplomas will not be issued – the diploma is an original document. Mililani High School Registrar's office can create a "Letter of Graduation" on our school letterhead.

You can also request for a Final Transcript, which indicates the date of graduation.

All transcript requests must be signed by the student (if over age of 18.)

### **Submitting Transcript or Letter of Graduation Requests:**

Please **MAIL** your transcript request and payment  
Cash, check, money order or cashier's check accepted.  
State of Hawaii DOE does not accept any credit/debit card payments to:

Mililani High School  
Attn: Registrar  
95-1200 Meheula Parkway  
Mililani, HI 96789  
Fax: 808-627-7463  
Email: [mhsreg@gmail.com](mailto:mhsreg@gmail.com)

*\* Transcript Request form can be faxed or emailed if you are able to arrange someone to submit a payment for you \**

**According to HRS § 710-1063**, falsification on a government application is a misdemeanor and that when such a violation is found, the child will be sent back to the school where he/she should properly be attending. The DOE may pursue prosecution at its discretion.

**CONTINUOUS NOTICE OF NON-DISCRIMINATION:** The Hawaii State Department of Education (HIDOE) & its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs & activities.

Please direct inquiries regarding HIDOE nondiscrimination policies as follows: Civil Rights Compliance Office

Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, HI 96804  
(808) 586-3322 crco@notes.k12.hi.us



# Transcript Request

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
 (Name student used while attending MHS)

Current Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_

Present Grade / Year Withdrew / Year Graduated: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Please circle one)

- Requesting my **OFFICIAL** Transcript  
 An OFFICIAL transcript is mailed directly to the School or Organization
- Requesting my **UNOFFICIAL** Transcript  
 An UNOFFICIAL transcript can be picked up, emailed, faxed or mailed to the individual
- Requesting a Letter of Graduation

**FEES/PROCESSING TIME (mail time not included)-Mailed by USPS**

**Fees are required in advance (check one)**

Acceptable Forms of payment: Cash, Money Order, Cashier's Check or Personal Check (made payable to Mililani High School)  
**Mililani High School will not be responsible for delayed or lost mail.**

- \_\_\_\_ \$1.00 per copy - processed within five business days  
 \_\_\_\_ \$5.00 per copy - processed within one to two business days

Transcripts must include the following (check all that apply):

- \_\_\_\_ 6 semesters, Grades 9-11 (thru the end of Junior Year)  
 \_\_\_\_ 7 semesters, Grades 9-11, and 1<sup>st</sup> semester Senior grades (available in January)  
 \*\*First Semester grades will be a copy of Senior year 1<sup>st</sup> semester report card  
 \_\_\_\_ **FINAL** Transcript, includes ALL HIGH SCHOOL GRADES and FINAL Senior grades and Graduation Date  
 \_\_\_\_ Test Scores (ACT/SAT-Taken up until March 2016)  
 \*\* From August 2016 only state sponsored ACT scores will be included on the transcript.  
 \_\_\_\_ Other: \_\_\_\_\_

**MAIL TRANSCRIPT TO:** (School Name/Organization/Requestor, School Address/Organization Address/Requestor Address)  
 Please **PRINT** or **TYPE** legibly IN box below, this will go in the window envelope

**Sample:**  
 Name of School or Organization  
 Address and Street Name  
 City, State Zip Code

*Under the Family Educational Right and Privacy Act of 1974, this information is released to you on the condition that you will not permit any other party to have access to such information without the written permission of the student.*

**DO NOT MAIL TRANSCRIPT:**

Transcript will be picked up on \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_  
 (date) *name of person if other than student, and relationship to student (Photo i.d. may be requested upon retrieval of document)*

\_\_\_\_\_  
 STUDENT SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Parent/Guardian Signature (if student is under 18)

\_\_\_\_\_  
 DATE

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