



Hampton Roads Academy

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SCHOOL RECORDS & TRANSCRIPT REQUEST RELEASE FORM

Please Note:

Estimated turnaround time is **7-10** business days.

- Business Office approval is required before the release of transcripts or records for any reason.
- **Official Transcripts** - must be mailed directly from Hampton Roads Academy to the school, college, university, or any other entity that is requesting the information.
- **Unofficial Transcripts** – will be emailed to the parent/student that made the request.

Student/Former Student (if **18 years of age** or older):

Please fill out form completely and sign where indicated your signature authorizes Hampton Roads Academy to release your student records.

Parent or Guardian (if student is under 18 years old):

Please fill out form completely and sign where indicated your signature authorizes Hampton Roads Academy to release the student records.

Student's Last Name	First Name	Grade /Graduation Year
Mailing Address		City State Zip
Email Address	Phone Number (including area code)	

Please forward the following:

___ Official Transcript ___ Unofficial Transcript

AUTHORIZATION STATEMENT AND SIGNATURE

I hereby authorize **Hampton Roads Academy** to release the information specified to:

 Name of Entity

 Address

 Department Name and/or Attention to:

and/or

___ To the Student's email address listed above (**Unofficial Transcripts ONLY**).