

TRANSCRIPT REQUEST FORM

Oak Brook Baptist ONLY grants transcripts to GRADUATES'

This can be found on www.oakbrookbaptist.com

_____		_____
Last Name	First	Cell Number
_____		_____
Name/Names your records could be under		Birth Date
_____		_____
Current Address		Graduation Date
_____		_____
City	State	Zip
_____		Student Signature

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Please check the box desired:

- I will pick up the transcript from Oak Brook Baptist
- Please mail the transcripts to my current address above.

We **do not** mail transcripts to colleges or universities
 Unless a formal request from the school is made.
 Students must keep the official transcript sealed for it
 To remain official!

Request Purpose

Where will the transcript go?

- Job Military For myself (unofficial)
- College _____

List the name?

How soon do you need it?

- I need my records today, I will pay the quick fee of \$50, and know this service is for pick-up only!**
 "Same Day Request" must be ordered by 12 noon of that day on Monday, Wednesday, or Friday only
- I need my records in 1 day, I will pay the speedy fee of \$40, and know this service is for pick-up only!
- I need my records in 3 days, I will pay the speedy fee of \$25, and know this service is for pick-up only!
- I will wait the normal process time of 10 to 45 days, and pay the normal fee of \$5!

How to Request a Transcript

1. Print & Complete this form do not leave anything blank
2. Make a copy of your ID (if mailing)
3. Pay the transcript fee
4. Bring items in person or Mail all items to: Oak Brook Baptist School
5909 W. Loop South #340
Bellaire, TX 77401

Students will receive transcripts within **the time chosen above.** Please *plan ahead*
this process will take the full time needed!