



Transcript Request Form

Revised November 2016

Important Notice

Please complete this form and submit it, along with payment to the Treasury Department located in the Government Administration Building. Transcripts are normally completed in approximately **seven (7)** working days. This period may be extended if transcript requests are submitted during very busy periods or in the event that extensive searches are required.

Note: *Transcripts will be discarded if uncollected within **three (3)** months of the date of application. Submission of a new application will be required for future requests.*

Applicant's Information

Last Name:		First Name:		Middle Name:	
Other Names Used:				Date of Birth: (month/day/year)	
Cell Phone(s):	Work Phone:	Email:		PO Box:	Post Code:
School Attended:	<input type="checkbox"/> Cayman Islands High School	<input type="checkbox"/> John Gray High School	<input type="checkbox"/> Clifton Hunter High School		
Year Graduated:		Year Entered:		Urgent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Type of Transcript	What will be provided?	Cost Per Copy	Number of Copies Required
<input type="checkbox"/> OFFICIAL (<i>Required by most Institutions; stamped and sealed</i>)	Include: copy of high school report card grades, copy external exam certificates/grades, letter of attendance and grade definition	CI\$15.00	
<input type="checkbox"/> UNOFFICIAL (<i>Provided open for your review; not accepted by most institutions</i>)	Include: copy of high school report card grades, copy external exam certificates/grades, letter of attendance and grade definition	CI\$15.00	
<input type="checkbox"/> Copy of Grades	Stamped and sealed copies of External exam grades	CI\$5.00	
<input type="checkbox"/> Letter of Attendance	Confirmation of school attendance	CI\$10.00	

How would you like your Transcript delivered?

- I will pick up my Transcript in person at the Department of Education Services
- I would like my Transcript emailed to the following email address. (*NOT recommended for OFFICIAL Transcripts*)
Email address: _____
- Please mail my sealed Transcript to the address below (*Additional mailing fee of CI\$10.00 for each overseas recipient*)
- _____
- _____
- _____

For Official Use Only

Photo Identification: <input type="checkbox"/> Attached <input type="checkbox"/> Verified	Processed by:	Date Received:	Amount Received:
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Collection

Date Notified		Mailed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Mailed/Collected	
Name of Person Collecting			Signature		

Valid ID must be presented upon collection.

Letter of authorization must be provided if transcripts are being collected by a third party.