

Hilo High School
Official Transcript Request Form
(HHS Alumni Only)

Current HHS students should pick up request form in Registrar Office

To request Official Hilo High transcript, complete & sign this request form and send or deliver with payment to:

Hilo High School
Registrar Office
556 Waianuenue Avenue
Hilo, HI 96720

Please print: _____
Last name First name MI

Name in high school, if different from above: _____

Date of birth: _____ Year graduated/last attended: _____

Phone number: _____ or email address: _____
(if we need to contact you before completing the request)

Number of transcripts requested: _____ (check one): mail email * pick-up

Payment must accompany request form - \$1.00 per transcript. (Cash, Check, or Money Order to: Hilo High School).

Transcript requests to international destinations should attach an addressed and stamped envelope (USPS Global Forever Stamp is recommended). All other transcripts will be mailed by USPS Domestic First Class Mail, unless email or pick-up is indicated above. Please allow 4-5 working days for processing of transcripts.

* Transcripts emailed to personal addresses are unofficial. Check with organization before requesting emailed transcripts.

Please print name and address to whom/where transcript/s should be mailed OR email address to send electronically as a pdf attachment. Additional addresses may be written on back or attached to this form.

TO: _____ OR Email Address: _____

Address: _____

City, State, Zip Code: _____

Requestor's Signature

Date