

## REQUEST FOR ACADEMIC TRANSCRIPTS/SCHOOL REPORTS

**This form must be completed by any former student (St Hilda's Old Girl)  
requiring a copy of their Academic Transcripts/School Reports.**

Please return the completed form to the Teaching and Learning Office, St Hilda's School.

Student Name (Name at time of enrolment):		Date:	
House:		Date of Birth:	
Graduate Year:		Student Number:	
Home Address:			
Email Address:		Phone:	

### REQUEST DETAILS

(Please allow up to 2 weeks if academic results are archived)

- Yearly School Report for my final year at St Hilda's School.  
 Semester 1 School Report for my final year at St Hilda's School.  
 Yearly School Report for other years. Provide advise Year Levels:

Quantity (No. of Reports)	Description	Unit Price	Line Total
	A. Electronic Academic Transcripts/School Reports only The Teaching and learning Office will process the request for electronic academic transcripts/school reports only within two (2) business days.	Nil	
	B. Printed, stamped and signed (true copy of original document) Senior School reports/transcripts – collect from St Hilda's School Visitors' Reception	\$30	
	C. Printed, stamped and signed (true copy of original document) Senior School reports/transcripts – post to address above or relevant education institution*	\$50	
	D. Stamped and signed (true copy of original document) Senior School reports/transcripts scanned and emailed to relevant education institution*	\$30	
	E. Additional copies of B, C or D	\$15	
	F. Other (please advise)		
	The Teaching and Learning Office will advise fee before processing the request.		
	G. If graduated before 2005 archiving handling fee	\$20	
		Total cost	

### \*Education Institution Details

Name of Institution			
Postal Address (if preferred)			
Contact Name		Email Address	

If the Academic Transcript/School Report is to be provided to additional Education Institution/s, provide details:

## ACKNOWLEDGEMENT

I hereby confirm that the undersigned is the abovenamed student at the time of enrolment at St Hilda's School. If I have selected items B. to G., I acknowledge that it is my responsibility to contact St Hilda's School Accounts (07 5532 4922) for payment of the total cost and upon receipt of payment, the item/s requested above will be actioned in five (5) business days.

**Old Girl's  
Signature**

**Date**

*Office use only (complete steps 1 to 4):*

1. Payment if applicable, received (receipt number and date)	
2. Date document/s sent to Old Girl (and Education Institution/s if applicable)	
3. Scan this document to T&L drive.	
4. Create a Note in TASS Student Record and upload this document as an attachment.	