

REQUEST FOR BCEI TRANSCRIPT

Please send a copy of my official high school transcript to:

School Phone #

(Be sure to include the full name and address of the school including zip code)
(You may use back of sheet if requesting more than one transcript to various colleges)

I understand that I need to allow BCEI two full weeks for this request once it has been received in the BCEI office and also realize that transcript requests will be processed in the order in which they arrive and that transcripts cannot be processed the month of July when BCEI is closed. An additional \$5.00 fee must be added for "rush" orders. (A "rush" order is one that necessitates transcript to be sent in less than two weeks. Additional "rush" fee must be enclosed along with "RUSH ORDER" included on the request.) **"RUSH ORDER"** also applies to requests made **after June 15th** of each year because **BCEI is closed in July**. Super rush orders (less than a week notice) fee is \$20.00. Please realize that no guarantees can be made especially in April-June for rush orders of any sort and if payment is made to BCEI instead of to Terry Johns may cause a delay. Students ordering more than six transcripts in one year will be charged \$20.00 per transcript after the first six.

I also understand that there is a transcript fee involved, **check made payable to Terry Johns.**

Enclosed is my _____ \$5.00 fee per transcript request
_____ \$15.00 fee per transcript for student returning to school and who
is not graduating through BCEI
_____ \$5.00 RUSH FEE (For transcript needed in less than two weeks with no
guarantees)
_____ \$20.00 SUPER RUSH FEE (For transcript requiring less than a
week notice with no guarantees by BCEI made)
_____ \$5.00 Letter of Recommendation Fee (Note: 1st request is free)

I realize that my transcript is not considered "official" unless it is in a sealed envelope and mailed directly from BCEI to the school of my request. Official transcripts are not sent directly to parents or students.

Signature of **Student** or Parent making request: _____

Year of Graduation from BCEI: _____ Today's Date: _____

Student Address: _____

_____ Phone #: _____

*******Information below this line for BCEI use only*******

Request was Received _____ Amount of Payment Enclosed _____ Date Mailed _____