



MONTEREY BAY ACADEMY

TRANSCRIPT REQUEST FORM

Mail Transcript Requests To: MBA, ATTN: Academic Affairs Office – 783 San Andreas Road – La Selva Beach, CA 95076 with payment of \$5.00

Fax Transcript or Email Transcript Requests: FAX 831-728-1485, ATTN: Academic Affairs Office and pay on the MBA website the \$5.00 processing fee then send a copy of the receipt to academics@montereybayacademy.org

For More Information, Contact: Donna J. Baerg Entze, Vice Principal for Academics, 831-728-1418 x1218 academics@montereybayacademy.org

Last Name in High School: _____ **First Name:** _____

Current name, if different from above: _____

Date of Birth: _____ Telephone number: _____

Email: _____

Graduation year (if applicable): _____ **Years attended (i.e. 2009 - 2011):** _____

DOCUMENTS NEEDED: (indicate # of each on the lines provided)

_____ Official Transcript (*signed, embossed with MBA seal, in sealed envelope*) \$5.00 each

_____ Transcript – Faxed (*signed but not embossed*) \$5.00 each

_____ Unofficial Transcript (*reference copy only*) – no charge

_____ Other: (*explain*) _____

SEND TRANSCRIPTS VIA:

_____ **Mail** - Please complete the following information (please note that if we send the transcript directly to you and you OPEN it, it will then be unofficial for taking to another entity)

Company/School/Name: _____

Attn: _____

Address: _____

City: _____ **State:** _____ **Zip code:** _____

_____ **Fax** – please complete the following information

Attn: _____ **Fax#:** _____

_____ **Email** - please complete the following information

Email address: _____ **Attn:** _____

Signature: _____ **Date:** _____