

NOTE: Please fill out the following form for your reference. You can print it, or you can save data typed into this form in a file on your computer. When you are ready to submit the information to HEAV with payment, HEAV will print the transcript. When submitting your information, please [make your payment](#), then use the [transcript input screen](#). Do not send this form to the HEAV office.

STUDENT'S INFORMATION

First Name: _____

Middle Name: _____

Last Name: _____

Gender: _____

Birth Date: _____

Parent(s)'s Name:

First Name(s): _____

Last Name: _____

Student's Address and Contact Information

The address will appear on the transcript and will be the address to which the transcript is sent (a parent MUST sign the transcript before it is sent to schools or employers); the e-mail and phone number are for HEAV's reference to help us contact you if we have any questions.

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

E-mail: _____

Phone: _____

SCORING INFORMATION

Please list any relevant test scores and leave the rest blank.

PSAT: _____

ACT: _____

SAT: _____

Graduation Date: _____

The date the student graduated or is expected to graduate.

Grading Ranges

Please indicate the point range you used to determine each grade.

Example: A: 90-100, B: 80-89, C: 70-79, D: 60-69; F: 0-59

A: _____

B: _____

C: _____

D: _____

F: _____

Notes

You can use asterisks or symbols next to your course names to indicate AP, honors, online, college, or advanced courses, or other special notes. Please use this field to define the meaning of the asterisks. This will appear on the final transcript; the field is limited to 60 characters.
