



Please allow 3-5 business days for processing of documents. Urgent request is allowed but additional fee will apply. Documents will be mailed or available for pick up. Any costs incurred for premium shipping (courier, express post, etc.) will be the responsibility of the applicant.

Student Information					
Legal Name		Date of Birth (mm/dd/yyyy)		Tel No.	
Address					
	<i>Apt. #</i>	<i>Street No. & Name</i>	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
Distribution Information					
I, the undersigned to hereby authorize the Amberson High School to release a copy of my student transcript/school letter as indicated below:					
Delivery Instructions:			Mail to: (if other than above)		
<input type="checkbox"/> Pick up <input type="checkbox"/> Mail to address above <input type="checkbox"/> Mail to address indicated <input type="checkbox"/> Priority post			<hr/> <p style="text-align: center;">Name</p> <hr/> <p style="text-align: center;">Address</p> <hr/> <p style="text-align: center;">City Province Postal Code</p>		
Payment Information					
# of Transcript Required: _____			# of School Letter Required: _____		
Day for Processing:			Day for Processing:		
<input type="checkbox"/> 3-5 business days (\$20.00) <input type="checkbox"/> next day (\$30.00)			<input type="checkbox"/> 3-5 business days (\$0.00) <input type="checkbox"/> next day (\$20.00)		
Priority Post: (if applicable)			Priority Post: (if applicable)		
<input type="checkbox"/> Within Canada \$30.00 <input type="checkbox"/> overseas \$50.00			<input type="checkbox"/> Within Canada \$30.00 <input type="checkbox"/> overseas \$50.00		
Total Cost: _____			Total Cost: _____		
Method of Payment			Method of Payment		
<input type="checkbox"/> Cash <input type="checkbox"/> Debit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order			<input type="checkbox"/> Cash <input type="checkbox"/> Debit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order		
OFFICE USE ONLY					
Amount Received	\$	Officer Signature		Date Processed	

Student Signature: _____

Date: _____