



**Official Transcript/  
 Diploma Replacement**

One of the Services of Keystone Academy is storing and preparing the permanent Educational Record grades K – 12 for graduating Alumni.

Please make a copy of this form for your records, and return the original to Janene@ Keystone Academy school.com

Date \_\_\_\_\_

Full Name of Alumni

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grad Date \_\_\_\_\_

Telephone \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Number of Official Transcripts requested @ \$10.00 pr pg.  
 \_\_\_\_\_ Number of Replacement Diploma 8<sup>th</sup> or 12<sup>th</sup> @ \$10.00 each  
 \_\_\_\_\_ Number of padded Keystone Diploma Covers @ \$15.00 ea

Please send copies of Diploma or Transcript/s to:

Please update the address on the transcript to my current address:

Make all checks payable to Keystone Academy or use PayPal at www.KeystoneAcademyschool.com ( under the Keystore tab)

**\*\*Please return this form, a check, and a copy of a picture ID**

For office use only: ck no. \_\_\_\_\_ date \_\_\_\_\_ amount \_\_\_\_\_