

Randolph-Macon Academy

200 Academy Drive ♦ Front Royal, Virginia 22630

SINCE 1892



Academics Office

Stan Fulton Hall

(800) 272-1172 ext 5486

Fax: (540) 636.5366

Randolph-Macon Academy STUDENT TRANSCRIPT REQUEST

Official transcript requests must be in writing and include the signature of the student. Mail or fax requests to

Randolph-Macon Academy
Academics Office
200 Academy Drive
Front Royal, VA 22630

Requests must be cleared through Finance. The fee is \$5.00 per transcript, and \$30.00 per diploma request. Payment may be made by check, money order or credit card. Please note requests cannot be processed until payment is cleared and allow *three* days for processing.

Student Name	Date
Telephone	Dates attended or Graduation year
Credit card information	
Credit Number:	Exp date:
	3 digit security code:
Name as appears on card:	Address of cardholder:

FULL ADDRESS FOR TRANSCRIPTS TO BE SENT:
(attach second sheet if requesting multiple transcripts)

Student Signature

Parent/Guardian Signature
(if student under age 18)

Office use only:

Approved: _____

Not Approved/Amount Due: _____