

# Hooper Academy

380 Fischer Road  
Hope Hull, Alabama 36043

## Directions for Requesting a Transcript

A parent can request a transcript for their child if the student has not graduated and under the age of 18. **If the student has graduated or is over the age of 18, he/she must make the request for information.**

You can mail the request to: Hooper Academy School Guidance  
380 Fischer Road  
Hope Hull, AL 36043

OR

Fax the request to: 334.288.9171

OR

Come in person and sign the attached release. There is no charge for this service for current students. Fee for former students is \$5.

If you have any questions, please call 334.288.5980

HONOR IN ACTION

SINCE 1970

Student Records  
Hooper Academy Guidance Office  
334.288.5980  
Fax: 334.288.9171

**Transcript Release Form**  
PLEASE PRINT ALL INFORMATION

Your Name \_\_\_\_\_  
Women: Please provide Maiden name used while at Hooper Academy if different from current name.

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Year of Graduation \_\_\_\_\_ OR Year you withdrew \_\_\_\_\_

**To have the information sent to a college:**

College Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**To have the information sent to you or any place other than a college:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ If over 18 Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ If under 18 Date \_\_\_\_\_

Date Mailed \_\_\_\_\_  
Counselor Initials \_\_\_\_\_