



GREATER MIAMI ADVENTIST ACADEMY

Delivering Christian Education Since 1912

Transcript Request Form

(All Transcripts Requests should be made in writing.)

Full Name _____ Maiden Name (if applicable) _____ Date of Birth _____

Current Mailing Address _____
Street City State zip code

Home Phone # _____ Daytime phone # _____ E-mail _____

☐ Current Student ☐ Former Student Dates attended or Graduation date _____

Instructions:

Please complete the required information in this transcript request form. There is a fee of \$8.00 for each transcript. Mailed requests should include payment by check or money order, payable to GMAA. Personal checks must clear with our bank before the transcript is released. Requests that are faxed or emailed to the school should be paid by credit card. **GMAA does not release transcripts for students who have an outstanding account balance.**

☐ Please, include SAT and ACT results in my Transcript. Number of Copies: _____ Official _____ Unofficial

☐ I will pick up my transcript.

☐ Send transcript to:

Name of Institution: _____

Office: _____

Address: _____

City/State/Zip Code: _____

I herby authorize Greater Miami Adventist Academy to release my high school transcript to the institution(s) mentioned above:

Student/Parent Signature _____

Date _____

For Credit Card Payment:

Credit Card Type: (Visa, Master Card or Discover) _____

Credit Card Number _____

Expiration date: Month _____ Year _____

Three- or four-digit security code (in the back of your card): _____

Credit Cardholder's Name: _____

Credit Cardholder's Address: _____

Authorized Signature: _____

Amount to be charged: (\$8.00/copy) _____

For Office Use Only:

	Signed By: _____	Date: _____
Business Office:	_____	_____
Fee Received:	_____	_____
Mailed:	_____	_____
Faxed:	_____	_____
Picked Up:	_____	_____

Mailing Address: Greater Miami Adventist Academy
Registrar's Office
500 NW 122nd Avenue
Miami, FL 33182

Email: maria.leonor@gma.edu
Fax: 305-220-5970 (Attn. Maria Leonor)

ALLOW 2-3 BUSINESS DAYS FOR PROCESSING.