

Eastbrook Academy Transcript Policy for 2017-2018

Written requests for official transcripts when classes are in session must be made to the Academy office at least ten (10) business days in advance of the requested pick-up date. Official transcripts requested when classes are NOT in session will be issued as soon as possible, but no sooner than ten (10) business days after a written request is submitted to the Academy office.

Graduating seniors will receive 3 copies of their official transcript a few weeks after the commencement ceremony. If any additional copies of the transcript are required at any time, please email the College Guidance Advisor or the main office. Remember to allow for a 10 day turnaround time. Please be aware that any additional transcripts will cost \$3.50 per transcript. Payment must be received before the transcripts go out. This covers the cost of time, printing, envelopes and postage. When you request a transcript to be sent via USPS, please share the name of the recipient and their address. Otherwise the transcript will simply be prepared and left in the office for pick up. If transcripts are picked up in the office (after the 10 day turn-around) rather than requiring USPS delivery, the cost is \$3 per transcript.

Transcripts and report cards are withheld until any outstanding balances have been paid.
(see Financial Responsibility Policy)

$$\frac{\quad}{\text{Number of transcripts}} \times \frac{\quad}{\text{Rate}} = \frac{\quad}{\text{Total cost}}$$

Checks should be made payable to Eastbrook Academy.
Please put "Transcript" in the subject line.

Eastbrook Academy
5375 N Green Bay Ave
Milwaukee, WI 53209