

Information/Verification Request Form

Orangewood Academy - Information Requested

* Required

1. Full Legal Name of the Requestor *

2. Please state in detail what information you need, what records you're looking for, what you need verified, etc. Please give the full legal name, date of birth, and years of attendance for the student this is regarding. *

3. Please state where you would like this information sent to: email address, mailing address, or left at the front desk. *

4. Please select the processing speed & payment amount. Please note, your payment will be made to the front office. *

Mark only one oval.

Rush -- Mailed copy (1-2 business days) - \$20 for first envelope mailed; \$10 for each additional copy mailed; Emailed copy/Pickup copy is free

Standard -- Mailed copy (3-5 business days) - \$10 for each envelope mailed; Email copy/Pickup copy is free

Rush -- Emailed and/or Pick Up from Office only (1-2 business days) - \$10

Standard -- Emailed and/or Pick Up from Office only (3-5 business days) - \$5