Transcript Request

General Information	*Office Use Only*
Today's Date _____/_____/_____ **Processing Information:** **Transcripts take approximately 7 days to process after being received at the registrar's office. Rush transcripts are sent within 2 business days. All transcripts are sent standard 1st class mail. Transcripts will not be released unless the student account is clear and correct transcript fee is received.**	❑ **Faxed _____/_____/_____** ❑ **Mailed _____/_____/_____** ❑ **Picked Up_____/_____/_____** ❑ **Withheld _____/_____/_____** _____

Student Information

Full Legal Name:

_____
First Middle Last

Former Name (at Time of Attendance)

_____
First Middle Last

Mailing Address:

_____
Street City State Zip

Home Phone ( ) _____-_____ **Cell Phone ( ) _____-_____** **Email_____**

Years of Attendance _____-_____ **Graduation Year_____** **SSN_____** **DOB_____/_____/_____**

Transcript Information

Type of Transcript:

- ❑ Progress Grades (Admissions, Transfer)
- ❑ Unofficial (Personal Use)
- ❑ Official (Enrollment, Employment)

Send:

- ❑ Now
- ❑ Rush
- ❑ Hold until grading period

Delivery:

- ❑ Pick up at FA "Please call/email me when ready" (circle one)
- ❑ Fax # ( )_____-_____; Attention _____
- ❑ Mail to Address Above
- ❑ Mail to _____

_____

_____

_____

- ❑ 2nd Address _____

_____

_____

_____

Fees

Type	Fee	Quantity	Cost
Official	$3		
Unofficial	$0		$0
Rush	$6		
		Total $	

Method:

- ❑ Cash
- ❑ Check
- ❑ Credit Card

Type_____

Number_____

Exp. Date_____

Security Code_____

Name on Card_____

If billing address differs from above, please include correct one.

Federal Law requires the signature of student before their transcripts can be released.

"I give Fletcher Academy permission to release my transcripts as specified above."

Signature_____