



## Transcript Request Form

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Date Required: \_\_\_\_\_

Status:  Currently Enrolled     Graduated Year \_\_\_\_\_     Attended Only Years: \_\_\_\_\_ to \_\_\_\_\_

I would like my transcript printed (please check one):

- Now, even though the current quarter grades are not included.
- After grades for the WI SP SU FA 20\_\_\_\_\_ quarter have been posted.
- After a grade correction has been processed. Course & quarter: \_\_\_\_\_

1. Please complete one (1) form per individual or institution if transcripts are being sent to multiple addresses.
2. Print clearly and ensure that the name and address is COMPLETE and correct. Transcripts will be mailed to the exact address indicated on this form. *Transcripts may not be received if there are errors in the information provided.*
3. Please **allow two (2) days** for processing your request(s). Requests will be processed as quickly as possible. During peak periods, i.e. – registration and quarter start/end, there may be a delay in processing.
4. If you would like to pick up your transcript, please write "Pick up" in the space below. *A photo I.D. will be required at time of pick-up.*

I am requesting: Qty: \_\_\_\_\_     Official (Sealed)     Unofficial/Personal     Faxed transcripts be sent to:

Name: _____	
Address: _____ _____	
Phone Number: __ (____) _____	
Fax Number: __ (____) _____	

**I hereby authorize the release of my transcript. I understand that this request, if sent by FAX to the Art Institute of Tennessee-Nashville, may be received in an area that is not secure. Please FAX to the Registrar's Office at 615.514.3845.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature\*: \_\_\_\_\_  
(\*parent must sign if student is under 18 years old)

Date: \_\_\_\_\_

### Accounting Office Use Only

Approval \_\_\_\_\_

Fee \_\_\_\_\_

**FEES: There is a \$5.00 fee per transcript. Requests will not be processed without student signature. Transcripts will not be furnished if the student has outstanding fees or obligations.**