



OFFICIAL TRANSCRIPT REQUEST

Completion of the information below is required to request an official academic record. Records will be sent within five business days upon receipt of this completed form. In order to protect the integrity of our records, official records will only be sent directly to the school or the institution to which the student/alum is applying. Official academic records WILL NOT BE PROVIDED for personal records.

I, _____, request the following information

- Official transcript (for US students and graduates)
- Official report card (for LS and MS students)
- Full academic record (includes all records, testing and immunizations)
- Unofficial copy (for personal use)
- Other (Please specify.) _____

to be sent to the address listed below. (Please indicate any contact name when possible.)

Permission to release the information listed above is requested by:

 Signature Relationship to Record Holder

Date

Completed forms should be returned to your division administrative assistant who will route it to the TVS registrar for processing.