

CMIT ACADEMY TRANSCRIPT REQUEST FORM

This form must be filled out in order to obtain an official transcript. Allow up to 10 working days for transcript requests to be completed. Students must provide their own envelopes. One envelope must be provided for each transcript requested. When this form is complete, please return it to Ms. Gaudette with the envelope(s). Note: If you are submitting documents to schools via Naviance, this form is not necessary. Rather, students need to add colleges to their Naviance account and we will send their transcript automatically. Outside of Naviance, we will NOT send transcripts electronically.

Today's Date: ____ / ____ / ____

Date Due: ____ / ____ / ____

Student Name: _____

Email Address: _____

Phone Number: _____ Student ID No. _____

I authorize CMIT Academy to provide a transcript or any official information from the cumulative record for the location(s) below:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Number of Transcripts Requested: _____

[] Check here if the transcript(s) are for personal use or please list the location(s) the Transcript(s) will go to below:

Your transcript (and any other requested materials) will be printed and put in the envelope you provide. It will be sealed and prepared for you to pick up to send to the above location(s).

For High School Use Only:

Date Request Received: ____ / ____ / ____

Date Completed/Sent: ____ / ____ / ____