

**CMIT ACADEMY TRANSCRIPT REQUEST FORM**

This form must be filled out in order to obtain an official or unofficial transcript. Please allow up to 5 working days for transcript requests to be completed. Students must provide one envelope for each official transcript being requested. Envelopes are not needed for unofficial transcripts. When this form is complete, please return it to Ms. Gaudette with the envelope(s) if applicable. Transcripts will never be sent to a student or parent/guardian. Electronic submissions will be sent through Naviance, SendEdu, or directly via email to the college, scholarship, internship, or other organization that needs it.

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: Official \_\_\_\_\_ Unofficial \_\_\_\_\_

Please list the location(s) the Transcript(s) will go to below. If any transcripts need to be sent electronically, please indicate the college/organization contact email as transcripts may not be sent to the student or parent/guardian electronically. If an official transcript is needed for personal use, please indicate that below as well.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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) or sent via email if indicated above.

**For High School Use Only:**

Date Request Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Completed/Sent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_