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 your counselor with envelope(s) if applicable. If students need a transcript sent to them directly, they should request through ScribOrder. Seniors should use the Materials Request Google Form if they need transcripts for college applications, scholarships, or on-site admissions. *This form is for all other transcript needs!

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. 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: _____ / _____ / _____