



School Records Request Form

- Section 1: All entries must be completed. Use Student's full legal name.
 Section 2: All applicants must include payment (if applicable). Refer to the Cost Table.
 Section 3: Verify mode of receiving the document requested. Check mailing address.

Section 1: Student Information (print or type)		
Student Name (Last, First)	D.O.B. (MM-DD-YY)	Telephone Number
Program Attended (Choose One)	Batch	Branch (Choose One)

Section 2: Document Requested* & Cost Table					
	Qty	Dates / Terms / Modules (From & To)	No Fee	Regular (5-10 days)	Expedited (1-2 days)
<input type="checkbox"/> Attendance	_____	-	\$0		
<input type="checkbox"/> Progress Report	_____	-	\$0		
<input type="checkbox"/> Tuition Payment Record	_____	-	\$0		
<input type="checkbox"/> Letter of Recommendation	_____		\$0		
<input type="checkbox"/> Official Transcript**	_____			\$10.00	\$20.00
<input type="checkbox"/> Replacement Diploma**	_____			\$10.00	\$20.00
<input type="checkbox"/> Others:	_____			\$	\$

* No Same Day Service

** Diplomas & Transcripts will NOT be released if student has outstanding financial obligations

Section 3: Document Recipient			
<input type="checkbox"/> Student Pickup <input type="checkbox"/> Fax to: _____ <input type="checkbox"/> Mail to (attach additional sheets if necessary): _____			
Name/Business		Attention	
Address	City	State	Zip
Additional Notes:			

For Office use only. Do not write below this line.			
Received by (Print): _____	<input type="checkbox"/> Paid:	\$ _____	Date: _____
Processed by (Print): _____	Tuition Bal:	\$ _____	Date: _____
Comments/Notes: _____			
Received by/Mailed to Student: _____			Date: _____