

REQUEST FOR TRANSCRIPT

Directions: Complete all fields in the form. Fill out an additional request if a second copy is to be sent to another address. The form can be dropped off, mailed, e-mailed, or faxed. The fee payment must be received before the transcript can be prepared. All financial obligations to the college must be satisfied before a transcript can be released. Payment may be in the form of cash, check, or money order. Credit card payments are accepted in person or by phone at 706-355-5121.

Every attempt is made to properly mail requests, but the institution can assume no responsibility for final delivery.

STUDENT NAME AND ADDRESS

Name _____ Name when enrolled _____
 Student ID or SSN _____ DOB _____
 Email address _____ Phone # _____
 Current address _____

Are you or were you a member of Phi Theta Kappa? Yes No

SPECIAL INSTRUCTIONS (Please check one box.)

- Issue current grades (current term will show as "In Progress" [IP] grades)
- Hold until final grades for current term have been posted (approximately 5 days after the close of each term)
- Hold for posting of degree, diploma, or certificate

DELIVERY OPTIONS (Please check one box.)

- \$5.00 Send electronically within 24 hours via E-Script-Safe (list email below)
- \$5.00 Mail in 24-72 hours to the address I provided below
- \$5.00 Pick up in 24-72 hours; please call me when ready to pick up
- \$25.00 Process while I wait on campus
- \$25.00 Process now and send via overnight packaging (additional shipping rates apply)

If the transcript will be picked up, a picture id is required to confirm identity.

Electronic transcripts: Ask the receiving schools/individuals if they accept electronic transcripts. ATC sends official transcripts electronically and securely using eSCRIP-SAFE®. The transcript is sent securely as an e-mail attachment (the e-mail is only used to notify the recipient of how to download the transcript). You receive an e-mail confirmation when it is sent and when it is opened by the recipient. Students enrolled before 1993 are not eligible for electronic transcripts.

Please issue _____ copy/copies to the recipient's name and address written below (use a complete physical address/email address and print plainly):

The Family Education Rights and Privacy Act of 1974 prohibits release of this information without the student's written consent.

X _____
 (Signature of Student) (Date)

FOR OFFICE USE ONLY		
Date Paid _____	Amount Paid _____	Date Transcript Sent _____