



**TRANSCRIPT REQUEST FORM
TCAT KNOXVILLE STUDENT SERVICES OFFICE**

Transcripts are issued free of charge upon written request signed by the student. Transcripts will be processed in 5-10 working days. Please note: Any records dated prior to 1999 are archived and could take longer to process. Transcripts will not be issued until all debts or obligations to the institution have been satisfied. Photo identification is required to pick up transcripts.

Please complete all information on this form and submit by one of the following methods:
FAX this form to (865) 971-4474 or **MAIL** to TCAT Knoxville, 1100 Liberty Street, Knoxville, TN 37919

STUDENT'S HANDWRITTEN SIGNATURE (REQUIRED): _____

Date Requested: _____

In accordance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, the academic record is classified as confidential and may not be released to anyone other than the student without the student's written authorization and signature.

PERSONAL INFORMATION

Student's Full Name (print): _____

Any additional names you may have used while attending: _____

Social Security #: _____

Date of Birth: _____

Primary Phone: _____

Email Address: _____

Program Attended: _____

Last Year Attended: _____

RECORDS BEING REQUESTED (PLEASE CHECKMARK)

Official Transcript: _____

Unofficial Transcript: _____

Enrollment Verification: _____

Diploma or Certificate: _____

Placement Exam: _____

Other (please describe): _____

TRANSCRIPT(S) TO BE SENT

Mail Official Transcript & Selected Information To:

Fax Unofficial Transcript & Selected Information To:

Mail To: _____

Fax Number: _____

Attention: _____

Faxed To: _____

Address: _____

City/State: _____

Zip Code: _____