



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
KNOXVILLE

**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: _____

Student ID #: _____ Date of Birth: _____

Primary Phone: _____ Email Address: _____

Program Attended: _____ Last Year Attended: _____

RECORDS BEING REQUESTED (PLEASE CHECKMARK)

Official Transcript: _____ Unofficial Transcript: _____

Other (Please Specify): _____

TRANSCRIPT(S) TO BE SENT

Mail Official Transcript & Selected Information To:

Mail To: _____
Attention: _____
Address: _____
City/State: _____
Zip Code: _____

Fax Unofficial Transcript & Selected Information To:

Fax Number: _____
Attention: _____