



Transcript Request Form

TCAT Knoxville Student Services

Transcripts are issued free of charge upon written request signed by the student. Transcripts will be processed in 5-10 working days. Please note that *any records dated prior to 1999 are archived and could take longer to process.*

Send all transcript request forms to transcript@tcatknoxville.edu or deliver to campus in person. Transcripts will not be issued until all debts or obligations to the institution have been satisfied. Photo identification is required to pick up transcripts.

Personal Information

Student's Full Name: _____
 Other Names Used While Attending: _____
 Student ID #: _____ Date of Birth: _____
 Primary Phone: _____ Email Address: _____
 Program Attended: _____ Last Year Attended: _____

Records Being Requested

Official Transcript Unofficial Transcript Other (please specify): _____

Transcript(s) To Be Sent

I would like my transcript mailed to this address: _____
Attention/Recipient

Address City/State Zip Code

I would like my transcript faxed to:	I would like my transcript emailed to:
_____	_____
Attention/Receiptent	Attention/Receiptent
_____	_____
Fax Number	Email Address

Student Confirmation

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.

 Student's Handwritten Signature (required) Date Requested