



# 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.*

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