

TRANSCRIPT REQUEST FORM

Please print your name and address clearly. Include NAME ATTENDED UNDER, if different.

Name: _____
 Address: _____

 Daytime Phone: _____

Mail transcript to: (Fill out a form for EACH address.)
 Send to: _____
 Address: _____

 Fax # (Unofficial Only): _____
 Telephone #: _____
 Do not mail. I will pick up.

I HEREBY AUTHORIZE TRAVISS TECHNICAL COLLEGE TO RELEASE MY ACADEMIC RECORDS.

Signature _____ Date _____

SSN / ID #: _____
 Date of Birth _____
 Program Attended _____
 Currently Enrolled: _____ Yes _____ No
 If No, Year Last Attended: _____
 High School: _____ Adult: _____ Day: _____ Evening: _____
Check all that apply:
 _____ **Do Not Hold** _____ **Hold till end of Semester/Term**
 _____ **Hold for Certificate** _____ **Hold for Final Grades**

OFFICIAL TRANSCRIPTS

<u>Number of copies</u>	<u>Amount due</u>
_____ Regular (mailed within 7 business days) \$3.00 each	_____

UNOFFICIAL TRANSCRIPTS

<u>Number of Copies</u>	<u>Amount Due</u>
_____ Fax Copy (within 3 business days) \$3.00 each	_____
_____ Regular (mailed within 3-5 business days) \$3.00 each	_____

ALL TRANSCRIPTS ARE SENT VIA REGULAR MAIL.
**** IN PERSON - CASH, MONEY ORDER OR CREDIT CARDS ACCEPTED****
*****BY MAIL - MONEY ORDERS ACCEPTED ONLY, PAYABLE TO TRAVISS TECHNICAL COLLEGE*****

- **No transcript will be released without student's written request.**
- **Financial obligations must be cleared before transcripts can be released.**
- **Request will be honored as quickly as possible in the order in which they are received.**

FOR OFFICIAL USE ONLY

Date Received: _____

 Date Sent: _____

TRANSCRIPT FOR:
 High School _____
 Adult _____
 Program Attended _____

Traviss Technical College is dedicated to the concept of equal opportunity and will provide services for persons with disabilities. We will not discriminate or harass on the basis of race, color, religion, sex, age, national origin, physical disability, homelessness, marital or parental status in employment practices, or in the admission, treatment or termination of students in any program or service. The Technical College fully complies with all equal opportunity and affirmative action laws and regulations. If services are required, please contact the Technical College Director, Dr. Wayne Dickens at (863) 499-2700 ext. 233 or the School Board of Polk County's Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513.
 If you require any type of accommodation to complete the application process due to a disability, please call the School Board of Polk County's Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk School District by calling Florida Relay Service at 1-800-955-8771.