

**CMIT-SOUTH TRANSCRIPT REQUEST FORM**

This form must be filled out in order to obtain an official transcript. Allow up to 10 working days for transcript requests to be completed. Students must provide their own envelopes. One envelope must be provided for each transcript requested. When this form is complete, please return the copy to the main office with the envelope(s). Transcript requests are to be submitted as hard copies. Transcripts will not be sent electronically.

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Student ID No. \_\_\_\_\_

I authorize CMIT-South to provide a transcript or any official information from the cumulative record for the location(s) below:

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Number of Transcripts Requested: \_\_\_\_\_

[ ] Check here if the transcript(s) are for personal use or please list the location(s) the Transcript(s) will go to below:

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Your transcript (and any other requested materials) will be printed and put in the envelope you provide. It will be sealed and prepared for you to pick up to send to the above location(s).

**For School Use Only:**

Date Request Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Completed/Sent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_