



- Sheffield Village Campus**  
5095 Waterford Drive, Sheffield Village, OH 44035 - (440) 934-3101
- Sandusky Campus**  
5202 Timber Commons Drive, Sandusky, OH 44870 - (419) 627-8345
- Hilliard Campus / Dayton Learning Center**  
4525 Trueman Boulevard, Hilliard, OH 43026 - (614) 891-5030  
1133 Edwin C Moses Boulevard South, Dayton, OH 45417 - (937) 443-0223

## TRANSCRIPT REQUEST FORM

### STUDENT INFORMATION

Name at the time of attendance:

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_

SEX \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

ADDRESS WHILE AT SCHOOL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**DID YOU GRADUATE:** \_\_\_\_\_ **YEAR OF GRADUATION:** \_\_\_\_\_

OFFICIAL TRANSCRIPT TO BE SENT TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURE REQUIRED TO RELEASE TRANSCRIPT

PRINT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL(OPTIONAL): \_\_\_\_\_

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### COLLEGE USE ONLY:

DATE TRANSCRIPT MAILED: \_\_\_\_\_ BY: \_\_\_\_\_

STUDENT COPY       OFFICIAL SEALED COPY

### FEE PAID:

CASH       MONEY ORDER  
 CHECK # \_\_\_\_\_       CREDIT CARD