



Transcript Request Form

Instructions:

1. Request form **MUST** have student's legal signature.
2. Use a separate request form for each transcript sent to a different address.
 - Transcripts will be issued five business days after a request is received.
 - Final grades and degrees for graduating students are available on transcripts thirty days after the quarter ends.
 - Final grades for non-graduating students are available thirty days after the quarter ends
3. There is no charge for a transcript. **Transcripts are withheld if all obligations to Athena Career Academy, financial or otherwise, are not fulfilled. If your student record has a "HOLD" , your request will not be processed.**
4. Submit your request:

Mail: Athena Career Academy **or Fax** to: 419-932-6911 **or Email:** transcripts@athenacareers.edu
5203 Airport Highway
Toledo, Oh. 43615

STUDENT INFORMATION:

(Geographical information provided on this form will be used to update your student record.)

Social Security Number: _____ Date of Birth: ____/____/____

Dates of Attendance : ____/____/____ to ____/____/____

Name: _____
Last First M.I. Maiden/Other name

Your Current Address _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) - _____ - _____ Mobile Number: (_____) - _____ - _____

Email: _____

Mail to student at above address Mail more than one copy to above address: # Requested _____

Official transcripts can only be sent to an institution:

Name of Institution & Department/Contact Name

Address City State Zip

Email: _____

I, the undersigned, do affirm that the information supplied above is true and complete in each and every detail. I understand that the submission of inaccurate information or failure to follow specified instructions may have an adverse impact on my student record.

Student Signature _____ Date _____