

Date Submitted:



TAKOMA ACADEMY TRANSCRIPT REQUEST FOR CURRENT STUDENTS

PROCESSING: Our typical processing time is 1-2 business days. End of semester grades are typically posted 10 business days after grades are released. Please feel free to contact the Registrar regarding the status of your request. One form per entity is to be completed and submitted to the Takoma Academy Office.

FEES: There are no fees to send transcripts for current TA students unless the request is for a transcript to be overnighted to the designated entity.

ADDITIONAL FORMS: If you have a form that you will need to accompany your transcript, please attach to this request.

OFFICIAL/UNOFFICIAL: Please designate if transcripts are to be official or may be unofficial.

MAIL/EMAIL/SCAN/UPLOADED TO A SITE: Please designate how the transcript is to be sent.

APPROVAL: All transcript requests must be approved by the Business Office

Failure to complete any of the fields below may delay or prevent your request from being processed:

Current Full Name: _____

Students Signature: _____

I am requesting official transcripts to be sent to the following:

College/University Name	Application Due Date	Indicate how you applied (Common App, Coalition, Directly to institution, etc.)	Early Action, Early Decision or Regular Decision

If transcripts are to arrive within the same week of the request via mail please notify by checking the box.
(A cost to overnight transcripts may be incurred by the student.)

Approval of the Business Office: _____ **Date:** _____