

Cumberland Christian School

Secondary Transcript Request for Alumni

Date: _____

We request copies of the transcript of _____
 (Maiden Name, if changed) _____ (Year Graduated or Last Attended) _____
 to be sent to the addresses listed below. A limited number of transcripts are sent for current students without charge. Transcripts for Alumni and former students cost \$2.00 each. Any sets released directly to a student/parent will count as one of these three sets and will be marked UNOFFICIAL. An UNOFFICIAL transcript means they will not be able to be used for official purposes such as college or employment and are only for personal records.

Please follow the steps in order outlined below:

1. Download, save, print, or complete this form from your personal computer.
2. If transaction will take place electronically, contact the Business Office to make arrangements for payment. Payment may be made at the time when this form is returned to the High School Office. **Transcripts cannot be sent out without necessary approval from the Business Office.**

\$ _____ Amount Paid _____ Business Secretary Initials

3. I would like transcripts sent to:

You must indicate the addressee, the organization, address, city, state, and zip code.

(a) _____ _____ _____ _____	(c) _____ _____ _____ _____
(b) _____ _____ _____ _____	(d) _____ _____ _____ _____

4. Please sign below to certify your request for the release of the transcript(s).
5. Return this completed form to the High School Office. This form may be returned via regular mail, an e-mail attachment, or fax.

_____ Student's Signature _____ Date

For Office Use Only

Date Received	_____	By	_____
Guidance Approval	_____	By	_____
Date Mailed	_____	By	_____

This form is to be returned to the student=s file.