

TRANSCRIPT REQUEST

Your transcript or records cannot be released without signed permission.

NAME: _____
(Last) (First) (Middle) (Maiden Name)

ID NUMBER, IF KNOWN: _____ S.S. # _____-_____-_____

TELEPHONE NUMBER: _____

DATE OF BIRTH: _____

DUNWOODY COURSE: _____

DAY SCHOOL _____ EVENING SCHOOL _____

CURRENT STUDENT _____ DATE LAST ATTENDED _____

PURPOSE OF THE DISCLOSURE:

SELF _____ EMPLOYMENT _____ EDUCATION _____ OTHER _____

TO WHOM SHALL WE RELEASE YOUR RECORDS?

NOTE: A TRANSCRIPT RELEASED TO YOU DIRECTLY WILL BE STAMPED "STUDENT COPY."

I will pick my transcript up.

Please send my transcript to the address below.

NAME _____

ADDRESS _____

CITY-STATE-ZIP _____

SIGNATURE _____ DATE _____

Transcripts will not be issued if you owe Dunwoody for fees, books, tools or services.

Transcripts from other schools in our files cannot be copied. You must obtain them directly from those schools.

FEE POLICY:

Current Students and Recent Graduates: There is no fee for a transcript up to 4 weeks after graduation.

All others: A \$5.00 fee is charged per transcript. Please make check payable to Dunwoody College of Technology.

PLEASE ALLOW UP TO 5 DAYS FOR PROCESSING