



Collegedale Academy Transcript Request

Current Name: (please print) _____
Maiden name or name used at C.A.: _____
Graduation year or years of attendance: _____
Date of birth: _____
mo/day/year

I, (*signature*) _____, request the release of my official transcript to the institutions/addresses listed below.

Dated: _____

*Custodial Parent *signature*, if applicable: _____

Institution Name: _____

Address: _____

Institution Name: _____

Address: _____

Mailed to myself:

Address: _____

*The rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

A transcript of credits will be mailed from the Registrar's Office upon receipt of a written request with signature of either student or custodial parent, provided the financial account is cleared. Diplomas are NOT kept on file, only transcripts. The first transcript (usually provided soon after graduation) is free. Thereafter, transcripts are \$3.00 each.

Send this *completed* form to:

Registrar's Office, PO Box 628, Collegedale, TN 37315

Fax: 423-396-3363

Email: registrar@collegedaleacademy.com