



Official Transcript Request Form

IMPORTANT NOTICE TO STUDENTS/ALUMNI REQUESTING OFFICIAL TRANSCRIPTS:

- Individuals must be financially cleared to receive an official transcript.
- If an individual is not financially cleared, an unofficial transcript will be provided.
- Transcript requests may take up to 10 business days to process.

Student's Name: _____ Date: _____

Time of enrollment at EA: _____

Current address: _____

Current phone number: _____

I have unpaid fees at EA: Yes No Number of copies requested: _____

Reason for request:

College

Scholarship

Other: _____

Delivery Method:

I will pick up from the EA office in person once I am notified that transcripts are ready for pick-up

Please mail official transcript to location(s) below:

1. _____

2. _____

Student/Parent Signature: _____

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Transcript mailed on: _____

Staff Signature: _____

Notes: