



www.laniertech.edu

TRANSCRIPT REQUEST AND RELEASE OF RECORDS

Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

Name while enrolled at Lanier Tech: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_

Program of study while enrolled at Lanier Tech: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Current Phone: \_\_\_\_\_

I request that Lanier Tech release my:

\_\_\_\_\_ Official Lanier Tech Transcript - \$5 Fee per Official Transcript (Fee must be paid BEFORE transcript can be processed. Call 770.533.6909 to pay.)

\_\_\_\_\_ Official Admissions Test Scores (Compass or Asset) \$5 Fee per Official Copy

\_\_\_\_\_ Other - Please Specify \_\_\_\_\_

Release Requested Documents to: \_\_\_\_\_ (Name of Individual/College/Employer, etc.)

Mailing Address if Applicable: \_\_\_\_\_

Distribution Instructions:

\_\_\_\_\_ Mail Documents Now OR \_\_\_\_\_ After Final Grades are Posted OR \_\_\_\_\_ After Graduation is Posted (Transcripts will be sent electronically if the option is available with receiving college/university)

\_\_\_\_\_ I Will Pick Up Documents At:

\_\_\_\_\_ Oakwood \_\_\_\_\_ Forsyth \_\_\_\_\_ Jackson \_\_\_\_\_ Barrow \_\_\_\_\_ Dawson

Student Signature (Required): \_\_\_\_\_

\*\*PLEASE NOTE \*\* Requests for academic transcripts are processed daily, with a minimum of a 24 hour turn-around time. Requests for transcripts to be delivered to satellite campuses for pick up will require more delivery time; requesting that the transcript be mailed directly to other colleges or to yourself will expedite the availability of the transcript. Transcript must be left in the sealed envelope to be considered official.

OFFICE USE ONLY
Date Received \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Date Processed \_\_\_/\_\_\_/\_\_\_
Left at Oakwood Reception Desk Mailed to Campus Checked Above Escript/Emailed Mailed