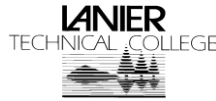


Completed form may be returned to the Registrar's Office or faxed to 770.531.6328.



www.laniertech.edu

TRANSCRIPT REQUEST AND RELEASE OF RECORDS

Oakwood Forsyth Jackson Winder-Barrow Dawson

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: _____

_____ Current Phone: _____

I attended: _____ Credit Courses/Program **OR** _____ Continuing Education Courses (Non-Credit)

I request that Lanier Tech release my:

- Official** Lanier Tech Transcript (Only Released to Student in Sealed Envelope) - **\$5 Fee per Transcript**
- Unofficial** Student Copy - **No Fee**
- High School Transcript or GED (**Third Party Copy**) - **No Fee**
- Admissions Test Scores - **No Fee**
- Other - Please Specify _____

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

Mailing Address if Applicable: _____

Distribution Instructions:

Mail Documents Now **OR** Mail Documents **After Final Grades are Posted**

I Will Pick Up Documents At:

Oakwood Forsyth Jackson Winder-Barrow Dawson

Student Signature: _____

****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.

-FEE PAYMENT MUST BE RECEIVED PRIOR TO TRANSCRIPT PROCESSING-

OFFICE USE ONLY

Date Received ____/____/____ Receipt # _____ Date Processed ____/____/____

Left at Oakwood Reception Desk Mailed to Campus Checked Above Given to Student Mailed

EOI