



**Career Training Academy**

Training for a Lifetime™

FROM THE OFFICE OF THE REGISTRAR  
 179 HILLCREST SHOPPING CENTER  
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### TRANSCRIPT REQUEST FORM

NAME \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ YEAR ATTENDED \_\_\_\_\_

SOCIAL SECURITY \_\_\_\_\_ CAMPUS ATTENDED \_\_\_\_\_

I HEREBY GIVE MY PERMISSION TO RELEASE MY TRANSCRIPT TO THE NAME AND ADDRESS SHOWN BELOW

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

#### Office Use Only

SEND TRANSCRIPT TO:

Date Received: \_\_\_\_\_

NAME \_\_\_\_\_

Financially Cleared [Y] [N]

STREET ADDRESS \_\_\_\_\_

Date Mailed: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**\*COMPLETE SEPARATE REQUESTS FOR EACH TRANSCRIPT TO BE SENT.**

**\*\*OFFICIAL TRANSCRIPTS WILL NOT BE ISSUED FOR STUDENTS OR ALUMNI WHOSE FINANCIAL OBLIGATION TO THE SCHOOL HAS NOT BEEN SATISFIED. AN "UNOFFICIAL" TRANSCRIPT WILL BE ISSUED.**

**\*OFFICIAL TRANSCRIPTS CANNOT BE FAXED OR EMAILED.**

**\*PROCESSING TIME IS 3-5 BUSINESS DAYS. STUDENTS WHO ATTENDED PRIOR TO THE YEAR 2008, PROCESSING MAY TAKE 7-10 BUSINESS DAYS.**

**PROCESSING FEE OF \$5.00 PER TRANSCRIPT REQUEST.**

[ ] CASH      [ ] CHECK      [ ] MONEY ORDER      [ ] CREDIT CARD

\*information will be redacted after processing

NAME ON CARD \_\_\_\_\_

BILLING ZIP CODE \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

SECURITY NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_