



# Collegedale Academy Transcript Request

Current Name: (please print) \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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

Dated: \_\_\_\_\_

\*Custodial Parents 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:**

**High**

9 - 12 Grade

PO Box 628

Collegedale TN 37315

P: 423-396-2124

F: 423-396-3363

registrar@collegedaleacademy.com

**Middle**

6 - 8th Grade

PO Box 598

Collegedale TN 37315

P: 423-396-3020

F: 423-396-3043

6-8registrar@collegedaleacademy.com

**Elementary**

Early Childhood - 5th Grade

PO Box 568

Collegedale TN 37315

P: 423-396-2122

F: 423-396-2218

k-5registrar@collegedaleacademy.com