

# Manatee School For the Arts Transcript Request Form

**READ THE DIRECTIONS BELOW VERY CAREFULLY! ... FILL OUT THE FORM COMPLETELY!**

**PLEASE NOTE THAT PER SCHOOL DISTRICT POLICY TRANSCRIPTS WILL NOT BE EMAILED TO ANYONE!**

1. TRANSCRIPTS ARE PREPARED AND PROCESSED ON THURSDAY MORNINGS.
  - a. IF WE RECEIVE YOUR ORDER BY 10 AM THURSDAY YOUR REQUEST WILL BE PROCESSED THE SAME DAY.
  - b. IF WE RECEIVE YOUR ORDER AFTER 10 AM YOUR ORDER WILL BE PROCESSED THE FOLLOWING THURSDAY.
2. TRANSCRIPTS ARE DELIVERED IN THE FOLLOWING MANNER:
  - a. Mailed to yourself, school, or organization of your choice
  - b. You may pick up your transcript anytime after 2 PM on Thursday.
3. THERE IS A \$5 CHARGE FOR EACH TRANSCRIPT YOU ORDER.
  - a. When you complete the form please attach your payment to the upper left corner of this form.
  - b. No transcript will be processed without payment.
4. ONLY ONE TRANSCRIPT REQUEST PER FORM.
  - a. If you add multiple schools to the same form your request will not be processed.
5. MAKE SURE YOU PUT THE COMPLETE ADDRESS OF WHERE YOU WANT YOUR TRANSCRIPT SENT.
  - a. Make sure the address you are providing is correct.
  - b. Make sure the address includes the following information:
    - i. Name of School or Organization receiving the transcript
    - ii. Does it need to have "ATTENTION OF" (Admissions, Registrar, Someone's name)
    - iii. Street Address, City, State, and Zip Code
6. PLEASE NOTE: IF YOU REQUEST AN OFFICIAL TRANSCRIPT AND YOU OPEN IT (THERE IS A SEAL ON THE BACK), YOUR TRANSCRIPT WILL NO LONGER BE OFFICIAL.
  - a. YOU WILL HAVE TO PURCHASE A NEW ONE AT THE COST OF \$5.
7. PRINT NEATLY SO YOUR REQUEST IS NOT DELAYED!