

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 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 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!

Students Complete Legal Name:	
MSA School Email Address:	
Student Cell Phone:	
Student Current Grade:	
Choose a delivery method:	<input type="checkbox"/> Pick up (I will pick up my transcript from the Assistant Registrar.) <input type="checkbox"/> Mail (Mail my transcript to the address listed below.)
School/Organization Receiving Transcript: <input type="checkbox"/> I am the recipient (SELF)	
Send to the "Attention of "	<input type="checkbox"/> Undergraduate Admissions Office <input type="checkbox"/> Registrar <input type="checkbox"/> Other _____
Complete Mailing Address Street Address, City, State, and Zip Code (If this in incomplete your order will be delayed)	_____ _____ _____