

# Manatee School For the Arts Transcript Request Form

Transcripts can be requested from the Registrar's office for the processing fee of \$5.00 each.

Stop by the Registrar's office or the Front Desk for additional transcript request forms.

**Only one transcript request per form.**

**PLEASE READ, IMPORTANT INFORMATION BELOW.**

**FILL OUT FORM COMPLETELY AND ACCURATELY**

Transcripts are prepared and processed on Thursday Mornings. If we receive your request by 10am on Thursday morning, it will be processed the same day. Any requests received after 10am will be processed on the following Thursday. Transcripts will be ready after 2pm.

**Transcripts can only be mailed or picked up.**

**We do not email transcripts, if you would like a transcript emailed, you must order a paper transcript and email to the person requesting it on your own.**

Student LEGAL Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student current grade: \_\_\_\_\_

Select Option:  I would like to **pick up** my transcript.

I would like to **mail** my transcript to the following address:

Name of  
School/Individual/Organization: \_\_\_\_\_

Attn to (could be a person or specific building/office): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**IF YOU HAVE THIS TRANSCRIPT MAILED TO OR PICKED UP BY YOU, OPENING IT WILL MAKE THE TRANSCRIPT UNOFFICIAL. YOU WILL HAVE TO ORDER A NEW TRANSCRIPT AND PAY THE \$5.00 FEE IF YOU NEED ANOTHER ONE. IT WILL NOT BE REPLACED FOR FREE.**