

Transcripts---Diplomas

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 issued when all academic records are completed and the financial account is clear. The first transcript (usually provided soon after graduation) is free. Thereafter, transcripts are \$3.00 each.

This form is for Collegedale Academy transcripts only.

Please use the form below:

Request for Transcript Release

Office of the Registrar
Collegedale Academy
P.O. Box 628
Collegedale TN 37315

I request that a copy of my transcript be released to:

Name of School _____

Address _____

Name as it appears on records: _____

Birth Date: _____ Year of Graduation: _____

Present Address: _____

SIGNATURE: _____