



TREASURE COAST CLASSICAL ACADEMY
TRANSCRIPT REQUEST FORM
FOR COLLEGE APPLICATIONS

- 1. Supply all of the requested information on this form. Check your information carefully. Use one form per college recipient. This form is strictly intended to release transcripts to college admissions offices, college athletic offices, or to college scholarship programs.
- 2. Obtain your parent's signature. TCCA will not release your transcript without a parent's signature.
- 3. Write the recipient's complete address on an empty, legal-sized envelope. Affix appropriate first-class USPS postage. Attach that envelope to this form.
- 4. Submit this form to the TCCA Registrar. The Registrar has five school days to produce and send the transcript.

SCHOLAR NAME _____

REQUEST DATE _____

SEND TRANSCRIPT IMMEDIATELY _____ AT THE END OF THIS CURRENT SEMESTER _____

COMPLETE ADDRESS OF INTENDED RECIPIENT

SCHOLAR SIGNATURE _____

PARENT SIGNATURE _____

REGISTRAR'S RECORDS
REC'D _____
COPY TO GUIDANCE

SENT _____
BY _____