



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**



**RAPHAEL O. WHEATLEY SKILL CENTER**  
*Post-Secondary Career & Technical Education Institute*

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**APPENDIX J**

**TRANSCRIPT REQUEST FORM**

*Please type or print on the form and sign it. Mail or fax the request to the address above.  
Official transcripts are only forwarded to institutions. Students may request an unofficial transcript.*

Name: (Print legibly) \_\_\_\_\_ SSN#: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
School year enrolled: \_\_\_\_\_ Last school year attended: \_\_\_\_\_ Semester: ( ) Spring ( ) Fall  
( ) Forward Transcript ( ) Pick-up Transcript ( ) Process Immediately ( ) Hold for grade Change  
Program of Study: \_\_\_\_\_  
Number of copies requested: \_\_\_\_\_

**Forward Transcript to:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING REGULATIONS:**

1. No transcript is issued to or for a student who is indebted to the Raphael O. Wheatley Skill Center until such has been cleared.
2. Ordinarily transcripts will be issued within one week of the date requested. Allow at least three weeks at the end of the term.
3. Official transcripts are released only at the written request of the student.
4. Photo identification is required prior to the release of the transcript.
5. A signed consent to release personal information form must be on record prior to the release of the transcript to any institution.
6. Cost \$10.00                      Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Processed Date: \_\_\_\_\_