Georgia Cyber Academy
1745 Phoenix Blvd, Suite 500
Atlanta, GA 30349
georgiacyber.org
Tel: 404-334-4790
State Charter School District: 782 | School Code: 110-108
Email: records@georgiacyber.org

STUDENT TRANSCRIPT REQUEST

This transcript request form is for prior students requesting their transcript from high school who graduated from Georgia Cyber Academy *or* withdrew from Georgia Cyber Academy their 9-12th grade year.

Purpose of the transcript release: *check one*

☐ **Official Transcript** ☐ **Unofficial Transcript**

Student Name: _____ **Student Date of Birth:** _____

GCA Student Number: _____

AUTHORIZATION NOTIFICATION
My signature below constitutes an electronic signature and authorizes GCA's Records Department to release information and/or my student records and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand the recipient of the records will use the indicated document(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other party or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.
I understand that an incomplete form will not be processed and will be considered closed after expiration of the 30-day notification window. I declare under penalty of perjury that the foregoing is true and correct.
I have read the authorization notification, pursuant to law – I hereby consent and authorize the release of my student transcript as indicated below to the following mailing address, email address, or fax number:

**********PLEASE TYPE IN INFORMATION FOR RELEASE OF OFFICIAL RECORD *********

School Name (if applicable): _____

Office & Attn: _____

Street Address: _____

City, State, ZIP: _____

Phone: (_____) _____

Email: _____

Fax: _____

Please send this form back with government Issued identification. Forms without identification will not be processed.



_____

Signature **Date Form Completed**

If you speak another language, language assistance services are available free of charge. Email Julie Ferrer ferrer@georgiacyber.org
ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Por favor de enviarme un correo electrónico Julie Ferrer, jferrer@georgiacyber.org
CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Julie Ferrer jferrer@georgiacyber.org 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. Julie Ferrer Jferrer@georgiacbyer.org
ध्यान द: य द आप हदी बोलतेह तो आपकि लए म ुम भाषा सहायता सेवाएं उपल ह Julie Ferrer jferrer@georgiacyber.org
Julie Ferrer Jferrer@georgiacyber.org
اگر آپ اردو بولتے ہیں، تو آ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں ۔ کال خبردار: Julie Ferrer Jferrer@georgiacyber.org