



Kaylee Fortney, Administrative Assistant
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Transcript Request Form

Please print clearly.

Last Name: _____ or Maiden Name: _____

First name: _____ (if applicable)

Social Security number: _____

Current address: _____

Class attended: _____

Current telephone number: _____

Number of transcripts requesting: _____ (\$15.00 fee per copy. Payable by Credit Card, Cash or Money Order only)

Dates of attendance: Start date: _____

End date: _____

If you are requesting a sealed transcript to be mailed, what is the address we are to mail to and to who's attention?

Please allow 7-10 business days for request to be filled.

Liability Release

I give my permission for New Horizon Regional Education Centers, Center for Apprenticeship and Adult Training to release my transcript information.

Signature

Date Requested

