



Request for Transcript

The Family Educational Rights and Privacy Act (FERPA) protects your educational records. In compliance with this law, The King's requires a signed, written request to release your transcript to you or to another party. Submit the completed form below, with the \$15 processing fee, allowing 3-5 business days for normal processing.

Please provide ALL information requested below:

Social Security #: _____ Birth date: _____ Student ID #: _____

Name: _____

First

Middle

Last

Address: _____

Street

City

State

Zip Code

Telephone: _____ Last name while attending The King's: _____

Late date of attendance: _____

If you are currently enrolled send transcript:

- Now, current quarter in progress Final grades at end of quarter

Name and address of person or institution you wish to receive this transcript:

Attention: _____

First

Middle

Last

Institution: _____

Address: _____

Street

City

State

Zip Code

I hereby authorize the release of my transcript as requested (signature of student only)

Signature _____ Date _____

Credit Card Information:

Name: _____

I am paying by: Check Cash Charge Card Visa MasterCard Discover

Charge Card Number: _____ Expiration Date: _____

Signature _____ Date _____

Table with 6 columns: For Office Use Only, Request Rec'd, Fee Paid, Account Clear, Transcript Printed, Transcript Mailed