



KNOX TECHNICAL CENTER
 Adult Education at Knox County Career Center
 308 Martinsburg Road • Mount Vernon, OH 43050
 Phone: 740.393.2933 • Fax: 740.397.1659
 Nursing Fax: 740.397.5828

**TRAN
REQ**

REQUEST FOR TRANSCRIPT

Applicant Instructions:
Complete the information below and take or mail to your school of graduation and/or course work. Please note: Some schools may charge you a fee or have a different transcript procedure. Please contact your school for further details.

Student Applicant's Name (please print)

Last Name		First Name	Middle Name	Suffix (Jr., II)
Maiden Name		KTC Career Program Name		
Mailing address (# and street or P.O. box)			City	State Zip Code
Phone Number		Social Security Number		
School Name				
School City			School State	
Graduation Date or Birthdate	<input type="checkbox"/> Will Graduate		<input type="checkbox"/> Withdrew	

I authorize the above school to release my transcript to the Knox Technical Center.

Applicant's Signature	Date
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INSTRUCTIONS TO SCHOOL:
 Upon receipt, please forward an official transcript for the above named student to:

**KNOX TECHNICAL CENTER
 Attention: Admissions
 308 Martinsburg Road
 Mount Vernon, OH 43050**

- The transcript **MUST** include the following:
1. Total number of credit hours earned
 2. Date of graduation and/or departure
 3. Date of birth
 4. Either the school seal or an original signature of a school official (name stamps are not acceptable)
 5. **IMPORTANT: Please include a copy of this form with the transcript.**

Thank you for your assistance!