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Graduate Transcript & Diploma

NOTICE: Please allow 5-7 days for your transcript request to be completed and 5-7 weeks for your diploma to be delivered. Per our policy, students must complete ALL assessments (assignments, worksheets, quizzes, tests, essays, projects, etc.) in all courses in order to attain grades and or credits from Forest Trail Academy. Please note that you are still responsible for your student's balance of the tuition. If you have an outstanding financial balance, you will not be able to attain any records from Forest Trail Academy. As a courtesy, Forest Trail Academy provides one free official transcript and one free diploma certificate as a graduation gift. There is a charge for any additional requests.

First Name:	MI:	Last Name:	DOB:
Name Change (Former Name):		Day Telephone Number:	FAX:
Current Address	City	State	Zip Code

Email:	Are you seeking NCAA Initial Eligibility Requirements (<i>Student athletes only</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>One Free Official Transcript Mail To: <input type="checkbox"/> Overnight Shipping (\$55 Per Transcript) <i>International Cost May Vary*</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>One Free Diploma Certificate Mail To:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Copy of Unofficial Transcript(s) (FREE):</p> <p><input type="checkbox"/> Fax <input type="checkbox"/> Email: _____</p> <p><input type="checkbox"/> Fax <input type="checkbox"/> Email: _____</p> <p><input type="checkbox"/> Fax <input type="checkbox"/> Email: _____</p> <p>Additional Copies Mail To:</p> <p><input type="checkbox"/> Official Transcript (\$10.00 Each) <input type="checkbox"/> Diploma Certificate (\$75.00 Each)</p> <p><input type="checkbox"/> Overnight Shipping (\$55 Per Transcript) <i>International Cost May Vary*</i></p> <p>Mail to: _____</p> <p>_____</p> <p>_____</p>
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If you would like to use a different credit card, please provide the information below:

Name on Card

_____-_____-_____- ____/____ _____

Credit Card Number Expiration Date CVV (Security Code)

Credit Card Type: Visa American Express Discover Other _____

Street Address Apt#

City State Zip Code

I authorize Forest Trail Academy to charge my credit card on file for my request above.

Cardholder's Signature	Print Name	Date
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Authorization for release of records (if under 18, parent/guardian must sign)

Signature	Print Name	Date
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