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TRANSCRIPT REQUEST FORM

NOTICE: Please allow 3-5 days for your transcript request to be completed. If you are going to withdraw your student, please send in a withdrawal form along with this form. 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.

First Name:	MI:	Last Name:	DOB:
Name Change (Former Name):		Day Telephone Number:	Current Grade or Program
Full Current Address:		City:	State, Zip Code:
Email:		Are you seeking NCAA Initial Eligibility Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Student athletes only)</i>	
<input type="checkbox"/> Unofficial (Free) 1. Fax: _____ 2. Fax: _____		<input type="checkbox"/> Unofficial (Free) 1. E-mail: _____ 2. E-mail: _____	
<input type="checkbox"/> Official (\$10.00 Each) <input type="checkbox"/> Overnight Shipping (\$55 Each Transcript) <i>International Cost May Vary*</i> Mail to: _____ _____ _____		<input type="checkbox"/> Official (\$10.00 Each) <input type="checkbox"/> Overnight Shipping (\$55 Each Transcript) <i>International Cost May Vary*</i> Mail to: _____ _____ _____	

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 \$10.00 per each official transcript I have requested.

Cardholder's SignaturePrint NameDate

Authorization for release of transcripts (if under 18, parent/guardian must sign)

SignaturePrint NameDate

Complete & sign all sections of this form and send to: FAX: 866-230-2059 / International FAX: 561-790-1300
 E-MAIL: virtualschooladmin@gmail.com
 MAIL: 3132 Fortune Way Suite D-27, Wellington, FL 33414