



3111 Fortune Way | Suite B-16 | Wellington | Florida | 33414
 Toll Free: 1.800.890.6269 | Main: 561.537.5501 | Fax: 1.866.230.0259
<http://www.foresttrailacademy.com>

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.

Last Name:	First Name:	MI:	DOB:
Name Change (Former Name):		Day Telephone Number:	FAX:
Full Current Address:		City:	State, Zip Code:
Email:		Current Grade or Program:	
Last School Attended:		City:	State, Zip Code:
<input type="checkbox"/> Unofficial (Free) 1. Fax: _____ 2. Email: _____		<input type="checkbox"/> Official (\$10.00) <input type="checkbox"/> Overnight Shipping (\$55) <i>International Cost May Vary*</i> Mail to: _____ _____ _____	

Are you seeking NCAA Initial Eligibility Requirements: Yes No
 (Student athletes only)

If you would like to use a different credit card, please provide the information below.

Name on Card: _____

Credit Card Type: _____

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: ____/____/____ CVV: _____

Billing Address: _____

Street Address

Apt#

City

State

Zip Code

I authorize Forest Trail Academy to charge my credit card on file \$10.00 per official copy of my student's transcript.

Parent Signature: _____

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

Signature _____ Date ____/____/____

TRANSCRIPT FAXING INSTRUCTIONS :

1. Print out this transcript form
2. Complete & sign all sections of this form
3. Fax to: 1-866-230-0259

MAILING/PROCESSING:

1. Print out this transcript form
2. Complete & sign all sections of this form
3. Mail to: 3111 Fortune Way Suite B-16
Wellington, FL 33414

E-MAIL INSTRUCTIONS:

1. Complete & sign all sections of this form
2. Email to: virtualschooladmin@gmail.com