

**Formal Request
 For
 Transcript**

This form should be used to officially request a transcript from Crossroads Christian School. Official transcripts are sent from institution-to-institution. To maintain the integrity of our transcripts, we do not send official transcripts directly to the student or parent. Typically, schools do not accept hand-carried transcripts from parents. Within four weeks of receiving this form, transcripts will be mailed – if all necessary grades and documentation have been received from the parent. Transcripts, which need to be processed in less than four weeks, will be completed as time allows. Social Security Numbers (SSN) are required on transcripts, as they are used by colleges, universities, and scholarship programs as an identifier. Most will not process the transcript without the SSN.

Student's Full Name	Student's Mailing Address

Student's Telephone Number	Last Year Enrolled in Crossroads

Name of Institute Receiving Transcript	Name of Contact Person or Department

Address of Receiving Institution	Deadline Date– allow up to 4 weeks delivery

Mail Request to:

**Crossroads Christian School
 Request for Transcript
 PO Box 295
 Crestview, Florida 32536**

Parent's or Adult Student's Signature	Date
Print Above Name	Email Address