

# Transcripts for Collegedale Academy

A transcript of credits will be mailed from the Registrar's Office upon receipt of a written request with signature of either student or custodial parent, provided the financial account is cleared. Diplomas are issued when all academic records are completed and the financial account is clear. The first transcript (usually provided soon after graduation) is free. Thereafter, transcripts are \$3.00 each.

**Please note: copies of diplomas are NOT kept on file. Transcripts have a graduation date and are usually suitable of proof of graduation.**

Please use the form below:

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## Request for Transcript Release

Office of the Registrar  
Collegedale Academy  
P.O. Box 628  
Collegedale TN 37315

I request that a copy of my transcript be released to:

Name of School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name as it appears on records: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_