

# Transcript Request



## Office of Records & Registration

1480 Nashville Pike

Gallatin, TN 37066

v. 615-230-3466

f. 615-230-3645

**\*\*TRANSCRIPTS CANNOT BE SENT IF YOU  
HAVE HOLDS ON YOUR STUDENT ACCOUNT**

Student ID: \_\_\_\_\_ (Use date of birth if ID not known)

Name: \_\_\_\_\_

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

\_\_\_\_\_ Telephone: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_  
(If applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This office does not issue or reproduce transcripts from other institutions.  
Student must contact each institution separately to request transcripts.**

For Office Use Only:

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Please check if student has a hold on their account which prevents transcript from being sent.

Number of transcripts needed: \_\_\_\_\_

- I will take transcript.
- Send Transcript Now. (Provide address below.)
- Hold until current semester grades are posted.
- Hold until degree is posted.

### Mail Transcript to: (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_