

TRANSCRIPT REQUEST

Transcript requests are processed for free and will not be faxed

Choose one of the following transmission methods (use separate form for multiple requests):

- Download, fill out and email transcript request to: apprenticeschool@as.edu
- **Or** print, fill out, scan and email to: apprenticeschool@as.edu
- **Or** mail transcript request to:

The Apprentice School
Attn: Apprentice School Registrar
 4101 Washington Avenue, Bldg. 1919
 Newport News, VA 23607
- **Or** fax to: (757) 688-0305 **Attn: Apprentice School Registrar**

ONE FORM PER REQUEST

Name: _____ Date: _____

NNS Per # _____ Last four of ssn (if NNS per # unknown): _____

Apprentice Trade: _____ **Year last attended:** _____

Did you graduate? Yes No If so, what year? _____

Curriculum studies: Advanced Basic

TRANSCRIPT TO BE PREPARED: **Official** **Unofficial**

To email transcript (will not be processed if not completely filled out):

Name of Institution: _____

Official email address transcript to be sent to: _____

Registrar/point of contact official phone number: _____

To mail transcript to (must provide complete mailing address):

Name of Institution: _____ Attn: _____

Address: _____

City _____ State: _____ Zip: _____

Or, if preferred, have transcript mailed to your personal mailing address:

Address: _____

City _____ State: _____ Zip: _____

SIGNATURE (electronic is acceptable):

REQUIRED

Provide contact phone number (required) _____

REQUIRED