

TRANSCRIPT REQUEST

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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? No Yes If so, what year?

Curriculum studies: Advanced Basic

TRANSCRIPT TO BE PREPARED: **Official** **Unofficial** (If you have NNS LX access you may obtain your unofficial Apprentice School transcript by logging in and click on reports).

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

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Name of Institution: _____ Attn: _____

Address: _____

City _____ State: _____ Zip: _____

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

Address: _____

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SIGNATURE (electronic is acceptable): _____

REQUIRED

Provide contact phone number (required) _____

REQUIRED