



ATLANTA TECHNICAL COLLEGE
 1560 METROPOLITAN PARKWAY SW
 ATLANTA, GA 30310

ATLANTA
 TECHNICAL
 COLLEGE

**ATLANTA TECHNICAL COLLEGE
 TRANSCRIPT REQUEST FORM
 REGISTRAR OFFICE**

All financial obligations to ATC must be satisfied before a transcript can be released.

Make sure the form is filled out completely and accurately.

A transcript request cannot be processed without a signature and OFFICIAL transcripts are mailed out by the Registrar's Office ONLY!

Transcripts are processed within 3-5 working days. However the processing time for archived records will be extended. (ex. students who attended more than 10 years ago) During Peak periods (i.e. commencement, registration, and end of the quarter), we may not be able to honor the 3-5 day processing time.

Official
 Processing Fee:
 \$5.00

Today's Date	Social Security Number	Name(s) at time of attendance	Currently Enrolled No <input type="checkbox"/> Yes <input type="checkbox"/>
SEND TRANSCRIPT TO:			DATES OF ATTENDANCE:
NAME:			From: _____ To: _____
ADDRESS:			From: _____ To: _____
			PROGRAM OF STUDY:
CITY: STATE: ZIP			Please indicate number of transcripts requested:
STUDENT INFORMATION:			WOULD YOU LIKE YOUR TRANSCRIPT:
NAME			<input type="checkbox"/> Sent Now
CURRENT ADDRESS			<input type="checkbox"/> Picked Up
CITY STATE ZIP			<input type="checkbox"/> Held for Current Quarter Grades
PHONE			<input type="checkbox"/> Held Until Graduation is Noted
			X
			Student's Signature Date
For Office Use Only			
Amt Pd:	CSH	CHK	MO CC
			Date Processed: