

REQUEST FOR TRANSCRIPT



**SOUND
CHRISTIAN
ACADEMY**

Transcript Fee:

\$5 per Transcript for students (including alumni) NOT currently enrolled at Sound Christian Academy (formerly Tacoma Baptist Schools).

**Currently enrolled students (up to 6 months past their last enrollment date) will be provided up to 10 transcripts free of charge.

To request a transcript, please complete the following steps:

1. Fill out the information requested below in full.
2. Mail, email, fax, or drop off your request INCLUDING payment to:
 Sound Christian Academy
 Attn: Registrar
 2310 S 66th Street
 Tacoma, WA 98409
 Fax: 253.302.3591
 Email: areinmuth@soundchristian.org
3. To confirm receipt, please contact the secondary office at 253.475.7226 x101

STUDENT/ALUMNI CONTACT INFORMATION

Student/Alumni Name: _____

Maiden Name (if applicable): _____ Graduation Year: _____

Email: _____ Phone #: _____

Please send a copy of my transcript as noted blow. I understand that the transcript will be available for pick-up or mailed out within 3-5 business days. If the college/business deadline will not allow time for normal Sound Christian processing plus delivery time (3-5 days depending on where it is being mailed), I will contact Sound Christian by phone to discuss options for rush processing.

Student/Alumni Signature: _____ Date: _____

Type of Transcript (choose one option): _____ OFFICIAL (sealed & unable to view) _____ UN-OFFICIAL

Please choose one option below:

_____ Please send to: _____

_____ I will pick up in the Secondary Office. Please call when ready.

***** OFFICE USE ONLY *****		
Date sent: _____	Sent by: _____	Notes: _____