

Central Christian School

A Ministry of The Church at Central

17395 Highway 104 West, Robertsdale, AL 36567

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Transcript Request Form

Please fill out one request form for each address to which you want your transcript sent.

SS Number:	Graduation Year:	Number of Copies:	
Last Name:	First Name:	Middle Initial:	Maiden Name:
Current Street Address:		Date of Birth:	
City:	State:	Zip Code:	Telephone Number:
Signature:		Email Address:	
Please allow 3-5 working days for processing			

Mail or Email to:

Name (University/College or Group/Individual):		
Attention to (Department/Advisor's Name):		
Street Address (or email address):		
City:	State:	Zip Code:

- There is no charge to ACTIVE students at CCS. However, alumni or other INACTIVE students will incur a \$5.00 charge for each transcript.
- Faxed Transcripts are **UNOFFICIAL** and incur the same \$5.00 charge for each fax transmission.
- Transcripts cannot be sent until ALL outstanding balances have been settled.
- Please allow 3-5 school business days for processing. Delays may occur during grading periods at the end of each quarter/semester.
- The student must verify with the University/College that the transcript was received.

Date Requested-	Date Completed-
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