

Transcript Request Letter

Date \_\_\_\_\_

Registrar

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(College or University and Address)

Dear Registrar:

Enclosed is my fee in the amount of \$\_\_\_\_\_ in payment for a transcript of my scholastic record. I attended college during the years \_\_\_\_\_ to \_\_\_\_\_. I received my degree on \_\_\_\_\_. My Social Security Number is \_\_\_\_-\_\_\_\_-\_\_\_\_. And my date of birth is \_\_\_\_\_.

Please send the transcript directly to the following address:

American Graduate School of Education  
7665 S. Research Drive  
Tempe, Arizona 85284

The American Graduate School of Education has informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)