

TRANSCRIPT REQUEST FORM
Calvary Baptist Church Academy
407 Marley Station Road, Glen Burnie, MD 21060
(410) 768-5324 (410) 768-8260 fax

Please fill out this form and mail, fax, or drop it off at our office. This request will be processed approximately 3 business days after receiving the form; however, at certain times of the year there may be a slight delay. There is no fee for the first three transcripts sent, but there will be a \$2.00 charge for each additional transcript requested.

Social Security Number:

Current Name:

Former Name (if any):

Present Address:

Phone Numbers: Home () Cell/Work ()

Approximate dates of attendance at CBCA: from (year) to (year)

Number of transcripts to be sent: Please fill out FULL ADDRESS where transcript should be sent:

- Check one:
- Send immediately
 - Send at the end of the year
 - Hold for personal pick-up
 - Other: _____

Student's Signature (REQUIRED): _____

If you want someone else to pick up your transcript, you must provide us with a letter which authorizes us to release your transcript to that individual. Your transcript will not be released without your written permission.
You may also email the transcript request form to Mrs. Danton in the high school office (danton@cbcaknights.org).