Transcript Request Form

Transcript Regulations
- Official transcripts are $10 per transcript. Diploma reprint $29.
- All requests must be authorized by the student's signature in accordance with the Family Educational Rights & Privacy Act (FERPA). Transcripts will be sent out as quickly as possible, in the order that requests are received within 3-5 days after any required payment is received. During registration, final exams, and graduation expect an additional delay.
- **Picture identification is required.** Please attach a copy of your driver’s license or State ID to this form.
- Transcripts will not be issued if any debts are due to the school or if any admissions requirements have not been met.
- Official copies of credits transferred to Excel Schools must be requested directly from the institution where the credit was completed.
- If you have questions about this process, please call the school central offices at 952-465-3700.

Name (First, Mi, Last) | Previous Name
---|---

Date of Birth | Address
---|---
| Street Address | Apt/Unit
Graduate | City | State | Zip Code
- NO
- YES Year

Student signature to authorize release ______________________________ Date ______________

Email and fax transcript requests **DO NOT REQUIRE PAYMENT.** Please print clearly.
(Diplomas are not eligible for email or fax.)

Recipient Name | ☐ FAX to number below ☐ EMAIL to address below
---|---
Recipient Name | ☐ FAX to number below ☐ EMAIL to address below

FOR MAILED TRANSCRIPTS/Diploma ONLY (Please check your payment method)
- ☐ Check or Money Order made payable to Excel Education
- ☐ Credit Card – Please clearly print card information below
- ☐ Transcript ($10 each) How many? _____
- ☐ Diploma ($29 each) How many? _____

Name on Credit Card | Credit Card Number
---|---
| Exp. Date | CVV (3 digit code)
---|---
Completion Date | Billing Zip Code | TOTAL TO BE CHARGED
| $_______

Mailing Information **International mailings require an additional $60 charge**

Name of Institution/Company | Attn:
---|---
Address
| Street Address | City | State | Zip Code

Name of Institution/Company | Attn:
---|---
Address
| Street Address | City | State | Zip Code

Name of Institution/Company | Attn:
---|---
Address
| Street Address | City | State | Zip Code