



# MOTLOW COLLEGE

P. O. BOX 8500  
LYNCHBURG, TN 37352-8500  
FAX 931-393-1971

# TRANSCRIPT REQUEST FORM

STUDENT ID # \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

SEND TRANSCRIPT TO \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

# REQUESTED \_\_\_\_\_

IF YOUR NAME HAS BEEN CHANGED SINCE YOUR ORIGINAL RECORDS WERE ESTABLISHED, PLEASE PRINT YOUR ORIGINAL NAME: \_\_\_\_\_

CHECK ALL APPLICABLE BOXES:

PREVIOUSLY ENROLLED TERM/YEAR \_\_\_\_\_

SEND TRANSCRIPT NOW

DID YOU GO TO MOTLOW PRIOR TO FALL 1979?  
\_\_\_ YES \_\_\_ NO

HOLD TILL CURRENT GRADES ARE POSTED

HOLD TILL DEGREE HAS BEEN POSTED

DO YOU NEED COMPASS TEST SCORES SENT WITH  
YOUR TRANSCRIPT? \_\_\_ YES \_\_\_ NO

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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 TRANSCRIPT HAS BEEN SENT AS REQUESTED

MAILED \_\_\_\_\_

ADMINISTRATIVE HOLD \_\_\_\_\_  
(TRANSCRIPT NOT SENT UNTIL HOLD IS CLEARED)

FILLED BY \_\_\_\_\_

*White Copy--Admissions and Records*

*Yellow Copy--Student*