



VALLEY FORGE MILITARY ACADEMY
Wayne, PA
TRANSCRIPT & INFORMATION REQUEST

INFORMATION NEEDED TO COMPLETE REQUEST

Please print all information clearly. All copies must be legible. Enter your signature in the space provided below.

Your signature authorizes, under the Privacy Act, the release of your transcript.

STUDENT'S SIGNATURE _____ TODAY'S DATE _____

SOCIAL SECURITY NUMBER: _____ PHONE NUMBER: Home () _____

DATE OF BIRTH _____ Business () _____

DATES OF ENROLLMENT: From _____ To _____

YEAR OF GRADUATION or EXPECTED GRADUATION: _____

Transcripts are \$10.00 each, payable to Valley Forge Military Academy.

<p>If returning by mail please send a money order or check to:</p> <p>Registrar's Office, Academy Division Shannon Hall Valley Forge Military Academy 1001 Eagle Road Wayne, PA 19087-3695 Fax: 610-989-1595</p>	<p>If making payment by credit card please complete the below information: (FAX Number: 610-989-1595)</p> <p>Name as it appears on card: _____</p> <p>Credit Card #: _____</p> <p>Expiration Date: _____</p> <p>3 Digit Code: _____</p>
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When Required:

- ____ Process immediately
- ____ Process after current quarter or semester grades are recorded.
(Specify quarter/semester: _____)
- ____ Process after diploma and final grades are recorded for
(Year: _____)

To Be Sent to: (Please print addresses below). A sealed envelope has a stamp on the outside that reads "Transcript Enclosed" and will be considered an official transcript if unopened when received by the college/university.

1. _____ # of copies	2. _____ # of copies
Name of Contact: _____	Name of Contact _____
Name of College: _____	Name of College: _____
Address: _____	Address: _____
_____	_____
City, State, Zip: _____	City, State, Zip: _____

STUDENT MUST COMPLETE THIS SECTION
Please print your current name and address

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____

Phone Number: _____

____ Check here if this address constitutes a request to change your permanent address.

For Office Use Only

Transcript of Record was sent to person requested on _____

Given to student on _____

Since there is an outstanding obligation to the school, no transcript will be sent out until this obligation has been met.

Please contact _____
