



TRANSCRIPT INSTRUCTIONS:

- Student signature is required for release of transcript.
- Transcript will not be issued if a student has a financial obligation or not fully admitted to the school.
- Print clearly to insure proper mailing.
- Fill out one request form for each address to which transcript is to be sent.
- If mailing: Make check or money order payable to Southwestern Vocational Training Student Services: 4940 Bayline Drive, North Fort Myers, FL 33917.
- IF Faxing/Emailing: Call the office to pay with debit or credit card then fax the form with receipt Send form to: studentservices@zealtechnicalinstitute.com

The transcript fee is \$10.00.
All requests are processed within 72 business hours.

TRANSCRIPT REQUEST FORM:

Student's name : _____

Student's address: _____

Date graduated: _____

DOB: _____

Location of class attendance _____

Send a copy of my official transcript to the name and address listed below _____

Provide me with an unofficial copy of my transcript.

Provide me with an official copy of my transcript in a sealed envelope.

Name of school to mail: _____

Address: _____

Phone number : _____

Fax : _____

PLEASE SIGN BELOW: Signature: _____

Date: _____

Your contact telephone number: _____