



ATHENA CAREER ACADEMY

5203 Airport Highway
Toledo, Ohio 43615
Phone (419) 472-1150 • Fax (419) 932-6911
www.athenacareers.edu

School Registration No. 10-09-1943T OPEID No. 04192200

Transcript Request Form Instructions:

1. Request form **MUST** have student's legal signature.
2. Use **a separate request form** for each transcript sent to a **different address**.
 - Transcripts will be issued five business days after a request is received.
 - Final grades and degrees for graduating students are available on transcripts thirty days after the quarter ends.
 - Final grades for non-graduating students are available thirty days after the quarter ends.
3. There is no charge for a transcript. **Transcripts are withheld if all obligations to Athena Career Academy, financial or otherwise, are not fulfilled. If your student record has a "HOLD", your request will not be processed.**
4. Mail or bring in your requests in person to:
Athena Career Academy
5203 Airport Highway or Fax to: 419-932-6911 or Email to: dspencer@athenacareers.edu
Toledo, Ohio 43615 Attn: David Spencer, Data Analytics

STUDENT INFORMATION:

(Geographical information provided on this form will be used to update your student record.)

Social Security Number: _____ Date of Birth: ____/____/____

Dates of Attendance: ____/____/____ to ____/____/____

Name: _____
Last First M.I. Maiden/Other name

Your Current Address _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) - _____ - _____ Mobile Number: (_____) - _____ - _____

Mail Unofficial transcript to student at above address Number of copies requested _____

Official transcripts can only be sent to an institution. Number of copies requested _____:

Name of Institution

Address City State Zip

Student Signature _____ Date _____

Office Use Only: <input type="checkbox"/> ID Checked Date/Received _____ Mailed _____
