

## TRANSCRIPTS

Any student may request a transcript of his/her academic record in writing and it will be issued in accordance with the students wishes and is subject to all transcript policies. The student's signature is required to authorize the release of transcripts. All transcript requests must be submitted to MicroTrain are to be completed only by the student, either in person, by fax or by mail. Another person may not request a student's transcript without specific written authorization from the student. Requests by email or by phone are/will not be accepted. All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Any faxed requests can be sent to 630-981-0210 and all mailed requests can be sent to MicroTrain Technologies Attn: Student Transcript. 900 Commerce Dr. #110 Oak Brook, IL. 60523.

Please include the following information if you are requesting a transcript. All information that is requested below is required to help expedite the speedy processing of a transcript request.

Name (as well as any others that may appear on school records)

- Dates of attendance
- Complete address where to send transcript(s)
- Current and complete address of student
- Current phone number of student
- Student signature

Transcript processing time is 3-5 business days from the date we receive the request. Please plan accordingly when requesting transcripts. All requests are processed in the order they are received.