

# Appalachian School of Law

1169 Edgewater Drive  
Grundy, VA 24614  
Phone: (276) 935-4349 or (800) 895-7411  
Fax: (276) 935-8496

# Academic Transcript Request Form

Please Print Legibly:

Student Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please Read the Following and Sign Below:

-Transcripts will not be released to any student with an outstanding balance for tuitions, fees, etc. or to any student who owes the school property (keys, etc.).

-Transcripts are released only by a signed request from a student.

**This document specifically waives your rights under the Family Educational Rights and Privacy Act of 1974, as amended. When executed it authorizes and permits the Appalachian School of Law to supply any and all transcript information held by ASL to the requested individual(s) or party.**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please select the transcript options below for your requests.

## OFFICAL Transcripts (\$5.00 each\*)

## UNOFFICIAL Transcripts (no charge)

\_\_\_\_\_ Number of OFFICIAL Transcripts

\_\_\_\_\_ Number of UNOFFICIAL Transcripts

*\*Official Transcript fees are waived for bar applications and employment purposes. Please note below if this request is for these purposes.*

Please issue official transcript to:

*(Include Contact Name, Address, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please issue unofficial transcript to:

*(Include Contact Name, Address, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Processing Time is Approximately 3 Business Days