



EAST LINN CHRISTIAN TRANSCRIPT REQUEST FORM

To request a transcript, please submit this completed form via mail, at the school or email.
East Linn Christian Academy - 36883 Victory Drive, Lebanon OR 97355
ELCA@eastlinnchristian.org

Student / Alumni Contact Information

Student/Alumni Name _____ Email _____

Maiden Name (if applicable) _____ Graduation Year _____ Phone _____

Fill out information **completely**

Type of Transcript:

Official: This has the official school seal and signature and comes in a sealed envelope which must remain sealed. If you open it, it becomes unofficial.

Unofficial: This is simply a record of courses taken at (or transferred into) East Linn, along with grades and credits earned. It has the same information as official, but does not carry the seal or signature which makes it official.

Date needed by:

If you want a transcript sent after a certain grading period, or after a certain date, please write that date below. **24 hour notice required.**

Send right away

Hold this request and send on:

Destination: Choose one option below.

I will pick up in the High School office.

Upload it to: _____

Send to the following addresses:

School/Business Name:

Attention: _____

Street Address: _____

City, State Zip: _____

School/Business Name:

Attention: _____

Street Address: _____

City, State Zip: _____

Please list additional locations on the back

For Office Use Only:

Date Requested: _____

Date Sent: _____

Sent By: _____

Student Signature _____ Date _____