

# TRANSCRIPT REQUEST

Transcript requests are processed for free.

Download, fill out and E-Mail transcript request to: apprenticeschool@as.edu

Or print, fill out, scan and email to: apprenticeschool@as.edu

Or mail transcript request to: The Apprentice School  
**Attn: Apprentice School Registrar**  
4101 Washington Avenue, Bldg. 1919  
Newport News, VA 23607

Or fax to: (757) 688-0305 or 688-8640  
**Attn: Apprentice School Registrar**

One form per request.

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

Last 4 Social Security # \_\_\_\_\_ and NNS per # (if known): \_\_\_\_\_

Apprentice Trade: \_\_\_\_\_ Year last attended: \_\_\_\_\_

Did you graduate?  Yes  No If so, what year?

Curriculum studies:  Advanced  Basic

TRANSCRIPT TO BE PREPARED:  Official  Unofficial

\*\*\*Transcripts will not be faxed\*\*\*

Mail transcript to (must provide complete mailing address):

Name of Institution: \_\_\_\_\_ Attn: \_\_\_\_\_

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

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

Or, if preferred, have transcript mailed to your personal mailing address:

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

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

**SIGNATURE:** \_\_\_\_\_

**REQUIRED**

Provide contact phone number \_\_\_\_\_