

**Great Oaks Institute of Technology and Career Development
Adult Workforce Development**

3254 East Kemper Road
Cincinnati, OH 45240

Transcript Request Form

Please Note: Transcript will not be released if the student has any outstanding financial obligation to Great Oaks Institute of Technology and Career Development

******We can only research records from the year 2000 to Present ******

Cost is **\$10.00** per course transcript (cash, check, or money order)

Please allow minimum of 5-10 business days for processing

Please print legibly

Today's Date: _____ S.S.N./Student ID# _____

Last First Middle

Street Current Phone Number (if there are questions)

City State Zip Code

Name **while attending** Date of Graduation/ Class Number

Name of Part-time/Full-time Program Location Attended
Diamond, Laurel, Live, Health Profession, PSS, Scarlet

Student's Signature

In accordance with Federal Law, records cannot be released without written consent of student.

Check All that Apply:

_____ Mail

_____ Pick-up

_____ Total number of Transcripts (\$10.00 per course transcript)

Mail to Address:

Payment Method: Cash Check Money Order