



*Division of Continuing Education
& Economic Development*
1480 Nashville Pike, Gallatin, TN 37066-3188
Office: 615-230-3358 Fax: 615-230-3362

Request for Continuing Education, Non-Credit Transcript

Social Security Number	Last Name	First Name	Middle Name	
Mailing Address		City	State	Zip Code
Day Phone Number		Email		

Are you currently enrolled? Yes No
 If "no", what term did you last attend? _____

Number of Transcripts Requested:

Process: Immediately Hold for Current Term Grades

Do you need continuing education, non-credit course records prior to 1989? Yes No

Mail Transcript to: _____

Fax to: _____ ATTN: _____

I hereby give my permission to send my transcript to the person/agency indicated above.	
<div style="border-bottom: 1px solid black; width: 90%; margin: 0 auto;"></div>	<div style="border-bottom: 1px solid black; width: 90%; margin: 0 auto;"></div>
Student Signature	Date

Please allow 5 working days for transcript service.
 If you have any questions, please contact us at (615) 230-3358 (toll free: 1-888-335-8722, ext. 3358).

For Office Use Only	
Type of Transcript Issued	<input type="checkbox"/> Student Copy <input type="checkbox"/> Official Copy
Date Mailed or Faxed:	
Transcript NOT Issued Due To:	
Transcript Information Checked By:	
Transcript Released By:	