Wentworth Military Academy and College

Transcript Request

Please provide **all** of the following information.

For office use only

Approved ( )
Declined ( )
Date:
Initials:

Check one of the following: ( ) Send now ( ) Hold for Grades ( ) Hold for Degree

Transcript Type: ( ) WMA High School ( ) College (please select campus attended below)
Campus Attended: ( ) Lexington ( ) Cameron ( ) Hermitage ( ) Lamar/Sheldon
( ) Dual Enrolled through _____ High School

Current Student ( ) yes ( ) no Dates of Attendance_____ Graduate ( ) yes ( ) no

Name: _____
(Last) (First) (Middle)
Previous Names (s): _____

Social Security Number: _____ Date of Birth: _____
Current Mailing Address: _____
City _____ State _____ Zip _____ Phone Number: _____
Email address: _____ (An email confirmation will be sent when request has been processed.)

Print the name and correct address(es) of person(s) or institutions(s) to receive transcript. Attach additional addresses if necessary. **Please note: Fax requests will not be processed without a valid fax number.**

( ) mail $8 ( ) mail and fax $10 ( ) priority mail delivery $30 (Fees are per transcript)

_____

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Note: Transcript fee is waived for currently enrolled Wentworth Military Academy High School students.

Method of Payment: ( ) Cash ( ) Check ( ) Money Order ( ) Visa ( ) MasterCard ( ) Discover ( ) AmEx

Card Holder's Name: _____ Account No.: _____

Exp. Date: _____ Security Code: _____ Total Payment Authorized _____

I hereby authorize Wentworth Military Academy and College to forward my transcript to the address(es) noted above. Please allow 3 – 5 business days processing time for cash/credit card/money order payments. Please allow 10 – 14 days for payments made by check. Student assumes full responsibility for furnishing complete addresses. NOTE: No transcript will be issued if financial obligation to the school has not been satisfied or if the student's file is not complete.

Signature of Student: _____ Date: _____

Please deliver this form with payment to the Business Office or mail or fax to:

Wentworth Military Academy Business Office, ATTN: Transcripts, 1880 Washington Avenue, Lexington, MO 64067
Fax: 660-259-2677