



Office of the Registrar Transcript Request Form

This form is only to be used if you are not an active student.

Instructions:

1. Complete one of these forms for each **address** to which you wish a transcript sent.
2. There is a prepaid charge of \$5.00 for each transcript. Checks or money orders are to be made to ORMA
3. The school reserves the right to not issue transcripts if the student's financial obligations to this school are not paid or are overdue.
4. Clearly print or type the information. This form will be used in a window envelope for mailing your transcript.

Note: Transcripts will be sent out in approximately 5 working days.

Name

Email: _____

Check Appropriate Boxes

- Not currently enrolled: last attendance _____
- Name used when attending _____ (if different from current)

Name on record

Recipient: (This goes in the window of envelope)

___ copies at \$5.00 each

Office of the Registrar Use Only:
Payment Received _____
Date Sent _____

Signature _____
(authorizing issuance of transcript and certifying correctness of information)

Date _____

Upon completion of this document, please send your request and payment to:

Transcript Coordinator
Office of the Registrar
Oak Ridge Military Academy
P.O. Box 498
Oak Ridge, NC 27310