

### TRANSCRIPT REQUEST FORM

The Bodymechanics School will retain your academic transcripts for a period of 50 years from your last date of attendance. You may request a transcript by completing a Transcript Request form in person at the school, or by sending a request in writing. The request must include the following information:

1.	FULL NAME (INCLUDE Maiden Name)		
2.	Program START Date:	Program END Date:	
3.	Number of transcripts requested:	Total # of hours:	
4.	Complete mailing address TO SEND transcripts:		
5.	Home address:	Daytime phone number:	
6.	Social Security number:		
7.	<p>1. Submit <b>\$25.00</b> for each additional transcript along with the <i>Transcript Request Form</i>. (Checks should be payable to Bodymechanics School)</p> <ul style="list-style-type: none"> <li>• Additional costs for special services:               <ul style="list-style-type: none"> <li>• Fax OR Email copy - Please note if the fax copy is <u>unofficial</u>, <i>as the raised seal cannot be transmitted electronically (\$3.00 additional fee)</i></li> <li>• Overnight mail - Requester must pay all overnight postage charges</li> <li>• International mailing - Requester must pay additional postage charges incurred</li> </ul> </li> </ul>		
8.	Signature:	Initial here:	Pay Pal confirmation #:

Transcripts or the information contained in a transcript cannot be released without written consent OR signature, and initials of the student, as per the Family Educational Rights and Privacy Act of 1974. Written requests and payment should be sent to the following address:

<p> <b>Bodymechanics School</b>  <b>Attn: Registrar</b>  <b>2330 Mottman Road SW #106</b>  <b>Tumwater WA 98512</b>  <b>Telephone: (360) 350-0015</b> </p>	<p>Transcripts requests can be paperless if you decide - simply call 360.350.0015 and pay over the phone</p> <ol style="list-style-type: none"> <li>1. Download the PDF form</li> <li>2. Fill out all "blue boxes" on form</li> <li>3. Save it</li> <li>4. Then email it back to <a href="mailto:hayley@bodymechanics-school.com">hayley@bodymechanics-school.com</a></li> </ol> <p>(Indicate you've paid via phone if that's what you did)</p>
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***NOTE:*** Any indebtedness to the school must be paid before a transcript can be issued. Normally, transcript requests are processed and the documents mailed within 72 hours of receipt of request and payment.