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To the Principal/Registrar of \_\_\_\_\_ (school)

- High School
- College
- GED

Please mail an official transcript showing current grades, class rank, and ACT scores to the following address:

Admissions Office  
Johnson University Tennessee  
7900 Johnson Drive  
Knoxville, TN 37998

Admissions Office  
Johnson University Florida  
1011 Bill Beck Boulevard  
Kissimmee, FL 34744

If this is not a final transcript, please mail a final complete transcript with **class rank, GPA, and date of graduation**.

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### NOTE TO APPLICANT:

The application process cannot be completed until the transcripts of your educational background have been received. We need transcripts from your high school and all colleges you have attended.

Passage by Congress of the Family Educational Rights and Privacy Act of 1974 and subsequent legislation passed by certain states require that permission be granted for the release of academic records by high schools, colleges and universities. For that reason, it is necessary for you to request that your transcript be mailed to our office. Please complete, sign and submit to your principal or registrar.

**This form may be duplicated to request official transcripts from your high school and colleges attended.**

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### PLEASE PRINT CLEARLY:

Name of Student: \_\_\_\_\_

Maiden Name (if needed): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ to \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_