



Transcript Request

Steps to obtaining a transcript of student records.

1. Download the request form here [Carver Transcript Request Form](#)
2. Print and legibly complete the form with your information.
3. Mail the form with a \$5 money order (no checks) payable to Carver Career and Technical Education Center.

Mailing Address:

Carver Career and Technical Education Center
4799 Midland Drive
Charleston, WV 25306

The request will be denied if:

1. The student owes the school money/property or is in default on a student loan.
2. The transcript request form is not complete.
3. Payment is not attached for each transcript (\$5 each)

If you have questions please call the school at 304-348-1965.

The normal response time is 5 working days, but unusual circumstances could delay this.



Request for Transcript

PRINT LEGIBLY IN INK

STUDENT INFORMATION

Your Name _____

Employee Name: _____
 (Last) (First) (Middle) (Maiden)

Day Phone/Extension: _____ Evening Phone _____ SS# _____

Today's Date _____ Currently Enrolled? _____ or last date attended _____

Name of Program _____ Instructor's Name _____

E-Mail Address: _____ Day Phone/Extension: _____ Evening Phone _____

Were you here as a _____ High School student or _____ Adult student.

If high school, did you attend one year or two? _____ Home School _____

If you attended as an adult student, were you in a _____ full-time or _____ part-time class? Enter the name and address of the agency/organization where the transcript should be sent. Transcripts given to the student are marked "Issued to Student."

Organization: _____ Attn: _____

Street _____ City _____ State _____ Zip _____

Signature of Requester _____

This request will be denied if: 1.) the student owes the school money or property or is in default on a student loan; 2.) if the transcript form is not completed; 3.) if payment is not attached (for each transcript)

Attach a money order for \$5.00 made payable to Carver Career Center. Mail request to Carver Career Center, 4799 Midland Drive, Charleston, WV 25306. Except in unusual circumstances, the school will mail the transcript within five working days of receipt of this request. **(No checks).**

OFFICE USE ONLY

Date Request Received _____ Date Transcript Mailed _____

FOR HUMAN RESOURCE USE ONLY

Date Replied: _____