

McClain Christian Academy Transcript Request

Student Name _____ Graduation Year _____

Please complete the following request form for transcripts. In order for a transcript to be considered "Official" it must be mailed directly from the school. Unofficial transcripts will be delivered to the student or parent. You may also request a pdf. for upload.

**Please allow one week for transcripts to be completed. You may email your request to ambercummings@mcclainchristianacademy.com. Or mail it to: **McClain Christian Academy
Attn: Records Request
3521 Lebanon Rd.
Lebanon, TN 37087**

Transcript requests for dual enrollment must be made to Cumberland University. Although the student's dual enrollment courses and grades are included in the MCA transcript, prospective universities will require an official transcript from CU.

Date of request: _____

Date sent/delivered: (MCA use) _____

Please provide your current mailing address:

Parent/guardian to be listed on transcript:

Please provide a contact # in case we
have questions. _____

Please indicate below how you would like your request fulfilled

Request for Official Transcript. Please provide the name and address(s) of the admissions office below.

Request for Unofficial Transcript.

1. _____

2. _____

Please indicate how you would like the documents delivered.

Please mail to the parent address listed above.

Deliver to student

Please email a pdf. to the email address _____

Thank you!