



Warren County Career Center Adult Education Transcripts

At the completion of each program at the Warren County Career Center Adult Education, each student is given a certificate or transcript. To receive another copy of the transcript or certificate, the student must complete a transcript request form and pay a fee of \$5.00 per transcript. The fee will be for the time and expense of providing the additional copies.

Transcript Request Form

Note: Transcript will not be released if the student has any outstanding financial obligation to Warren County Career Center Adult Education

Cost is **\$5.00** per transcript (cash, check, credit card or money order)

Mail Request to Warren County Career Center, 3525 North St. Rt. 48, Lebanon, Ohio 45036

Please allow minimum of 5-10 business days for processing.

Please print legibly

Today's Date: _____ S.S.N./Student ID# _____

Last First Middle

Street Current Phone Number (if there are questions)

City State Zip Code

Name **while attending** Date of Graduation/ Class Number

Name of Part-time/Full-time Program Location Attended
(Main, South Campus, Other)

Student's Signature

In accordance with Federal Law, records cannot be released without written consent of student.

Check All that Apply:

____ Mail _____ Pick-up _____ Total number of Transcripts (\$5.00 per transcript)

Mail to Address:

Payment Method: Cash Check Credit Card Money Order