

FINAL Transcript Request Form

Please complete below- if you have a final transcript form from your college – please attach that form to this.

Senior Name _____ Date: _____

Send my final transcript to the following college/university/program (include admissions address to assist with processing your request quickly):

Senior Signature

Transcript will be sent out after all grades have been posted and the student has officially graduated from Fairfield Christian Academy.

If you took PSEO or CCP courses for college credit please complete below:

Transcripts from Ohio Christian University and/or Ohio University Lancaster need to be requested and sent directly from them to the college you will be attending. Please see below to assist you with where to go to make those requests.

You do not need to request a transfer if you are attending OCU or OUL however if you are attending OCU and you took OUL classes then you will need to request a transcript from OUL. The same is true if you are attending OUL or OU you will not need to request a transcript from OUL, but you will need to request a transcript from OCU. If you are attending other colleges then you will need to request an official transcript from both OCU and OUL if you took college courses at one or both of those universities.

Please be sure to keep your syllabi for the classes in case you need additional information concerning the courses that you took.

Request official transcript from OCU –
<https://www.ohiochristian.edu/registrar/request-your-ocu-transcript>

Request official transcript from OU - <https://www.ohio.edu/registrar/transcri.cfm>