



## Transcript Request

**Instructions:** Complete the information below to request a copy of your transcript from a closed Alaska postsecondary institution. Email the signed form to [ACPE@alaska.gov](mailto:ACPE@alaska.gov), or mail or fax to ACPE at the address above. The academic record will be sent within 5-10 business days of the date the completed form is received. If the transcript has been archived, please allow an additional five business days for delivery.

### PART I: Student Information

Name: \_\_\_\_\_  
Name(s) Used While Attending School: \_\_\_\_\_  
Date(s) of Attendance: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### PART II: Closed School Information

Name of Institution: \_\_\_\_\_  
City where school was located: \_\_\_\_\_

### PART III: Closed School Information

Choose one or both of the delivery options below:

- School or employer Address (indicate below)  
 Student address above (includes a student copy and a sealed official copy)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PART IV: Certification

By signing, I certify under penalty of perjury that all information I have provided is true to the best of my knowledge, and that I am the person named on the requested transcript.

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

I understand that electronically signing and submitting this document to ACPE legally binds me in the same manner as if I had signed in a non-electronic form. By electronically signing, you consent to be legally bound by this Agreements terms and conditions. Your further agree that your use of a key pad, mouse, or other device to electronically sign, constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and ACPE.