



Request for Transcript

Submit completed Request for Transcript form with a \$10.00 non-refundable fee to the Registration Office in Building 8 at Lively Technical College, 500 North Appleyard Drive, Tallahassee, FL 32304, 850-487-7400 (office) or (fax) 850-487-7630. The form can also be emailed to Jamesia Shattles at shattlesj@leonschools.net. **Please be aware personal checks are not accepted.**

Registration is open Monday - Friday, 8:00 a.m. until 4:00 p.m. Processing may take up to ten days to complete.

PLEASE PRINT				
Last Name:		First Name:		MI:
Name if different while attending Lively Technical College				
Last Name:		First Name:		MI:
Social Security #:			Date of Birth:	
Mailing Address:		City:	State:	Zip:
Home Phone Number: (____) ____ - ____	Work Phone Number: (____) ____ - ____	Cell Phone Number (____) ____ - ____		
Date of Attendance:			Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Program:			<input type="checkbox"/> Day <input type="checkbox"/> Evening	
Signature:			Date:	
<input type="checkbox"/> Mail	Mail to:	_____		
<input type="checkbox"/> Pick Up		_____		

OFFICE USE ONLY	Outstanding Balance:	Completed By:	Date:	

There is a \$10.00 fee for **each** requested transcript.
There is no guarantee documents prior to 1998 will be located.



Lively
Technical
College

500 North Appleyard Drive

Tallahassee, FL 32304

(P) 850-487-7400

(F) 850-487-7630

CREDIT CARD AUTHORIZATION FORM

Name: _____

Date: _____

Cost: _____

Type of Credit Card:

Name Printed on Credit Card: _____

Credit Card # _____

Expiration date: _____

CVS# : _____

I authorize Lively Technical College to complete this transaction with the credit card information listed above.

Signature: _____ Date: _____

This form can be faxed to (850)487-7630

If you have any additional questions please call (850)487-7400