

Sample Transcript

A transcript is the final document listing the courses, grades, and final average as well as other permanent student record requirements set forth in Section 126.11(b) of Commissioner's Regulations.. Important information for future employment or continuing education is contained on the transcript. A final transcript is expected to be maintained in the student's academic file.  
A final transcript is critical for student assistance when a school closes.

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**SCHOOL NAME**  
**SCHOOL LOCATION**  
**Transcript of Study**

Student Name \_\_\_\_\_ Last Four Digits of Social Security No. XXX-XX-\_\_\_\_\_  
Student Address \_\_\_\_\_  
Student Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Program \_\_\_\_\_ Hours \_\_\_\_\_  
Start Date \_\_\_\_\_ Graduation Date \_\_\_\_\_

Course	Hours	Instructor	Final Test Score	Final Grade	Completion Date:

GPA \_\_\_\_\_  
Last Date of Attendance \_\_\_\_\_  
\_\_\_\_\_ Graduated \_\_\_\_\_ Withdrew \_\_\_\_\_ Terminated  
Certificate of Completion issued on \_\_\_\_\_  
Director's/Registrar's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_