

CURRENT STUDENTS

TO PICK UP YOUR TRANSCRIPT FROM OUR OFFICE

Click on “Add Delivery Address” button and fill out this way:

- *Address Type: **Other**
- *Agency, College, etc.: **PICKUP**
- *Address Line 1: **PICKUP**
- *City: **PICKUP**
- *State: **Tennessee**
- *Zip Code: **99999**
- *Country: **United States**

TO HAVE YOUR TRANSCRIPT SENT ELECTRONICALLY TO A COLLEGE OR COACH

Click on “Add Delivery Address” button and fill out this way:

- *Address Type: **Other**
- *Agency, College, etc.: **(Type the college to email transcript to or put the coach's name here)**
- *Address Line 1: **(enter the email address here)**
- *City: **(enter the same email address here)**
- *State: **Tennessee**
- *Zip Code: **99999**
- *Country: **United States**