



## Evangelical Christian Academy

C/ La Manda, 47

28816 Camarma de Esteruelas (Madrid) Spain

Phone: 34-91-886-5003 Fax: 34-91-886-6419

[ecaguidance@ecaspain.com](mailto:ecaguidance@ecaspain.com)

### Transcript Request Form

**ECA will provide an official copy of the student's final transcript up to one year following graduation, after which time students may request a transcript from the ACSI Transcript Depository (<http://www.acsi.org>, Programs, ACSI Global, International Services, Transcript Depository).**

Please submit the completed form to GUIDANCE (see email above) **allowing 2 weeks for processing.**

Today's Date: \_\_\_\_\_ Full Student Name: \_\_\_\_\_

Check one of the following options:

\_\_\_\_ Please mail official transcript to:

Name or Institution: \_\_\_\_\_

Attention (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please include SAT/ACT test scores (if available): Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s) SAT/ACT was taken: \_\_\_\_\_

\_\_\_\_ Please FAX transcript (will not be an official transcript) to:

Name or Institution: \_\_\_\_\_

Attention: \_\_\_\_\_

FAX Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Transcript must be (check one):

\_\_\_\_ Received by: \_\_\_\_\_ (date)

\_\_\_\_ Postmarked by: \_\_\_\_\_ (date)

When do you plan to begin university? (eg, Fall of 2018) \_\_\_\_\_

Have you already sent in an application? \_\_\_\_\_

Student Signature: \_\_\_\_\_

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For Office Use Only:

Date Received: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Sent via Mail: \_\_\_\_\_ or Fax: \_\_\_\_\_ by: \_\_\_\_\_