



Mount Vernon Academy

790 Fairgrounds Rd • PO Box 1230 • Mount Vernon, OH 43050
OFFICE (740) 397-4665 • FAX (740) 397-1648

Transcript Request

Requests are filled by the Ohio Conference Office of Education (OCOE)

- Transcript(s) will be processed within 3-5 business days.
- Requests **cannot** be made by phone.
- Requests will not be processed without a signature.
- Accounts must be cleared by the Ohio Conference office.
- Submit transcript request by mail (Ohio Conference Office of Education, PO Box 1230, Mount Vernon, OH 43050), fax (740-397-1648) or scan and email (education@ohioadventist.org).

Please print all information clearly:

Last Name: _____ First Name: _____ MI: _____

Name when attending MVA if different from above: _____

Social Security Number: _____ Student ID: _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____

Email: _____

Year you last attended MVA: _____

Signature: _____ Date of Request: _____

Transcript should be sent to:

Organization Name: _____ Attention: _____

Address: _____ Address 2: _____

City: _____ State: _____ Zip: _____

FOR OFFICE USE ONLY:

Date transcript request received: _____

Student Financial Account: CLEARED NOT CLEARED

OCOE Initial: _____

Transcript sent: OCOE Rep: _____ Date: _____