Francis Tuttle Technology Center Transcript /Certificate Request Instructions

In accordance with the Federal Education Rights and Privacy Act, each request for an official transcript must include the student's signature. Because of confidentiality concerns, telephone and e-mail requests cannot be processed.

How to Request a Transcript In-Person:

• When requesting a transcript in-person, you must have a copy of a completed Transcript Request Form (available on FT website).
• Take your completed Transcript Request Form to the program area in which you attended OR the Campus Administration Office at the Rockwell Campus. A photo ID is required to pick up your transcript.
• A processing time of 3-5 business days is required and student may pick up or request transcript be sent by mail.

How to Request a Transcript by Mail:

When requesting a transcript by mail, complete the Transcript Request Form, print and mail it along with a copy of your photo ID.

SIGNATURE--A transcript CANNOT be processed without the signature of the student. This must be an original signature. Computer generated signatures are not sufficient to meet federal legislation.

MAIL To:

Francis Tuttle Technology Center – Rockwell Campus
Attn: Campus Administration Office
12777 North Rockwell Ave.
Oklahoma City, OK 73142-2789

How to Request a Transcript by Fax:

When requesting a transcript by fax, complete the Transcript Request Form, print and fax it along with a copy of your photo ID.

FAX To:

405.717.4325

Hours of Operation:

Monday-Friday, 8:00 a.m. – 4:30 p.m.

An official transcript will be mailed in response to all mail and FAX requests within 3 to 5 business days upon receipt of a completed Transcript Request Form (including SIGNATURE).