



TEACHER TRAINING DEPARTMENT

Transcript Request Form

If you would like an official transcript of your course of study at Diller-Quaile mailed to an institution, or if you would like to receive a student copy of your transcript, please complete this form and return it to The Diller-Quaile School of Music at the address provided below. All transcript requests must be submitted in writing using the transcript request form. The School is unable to accept verbal requests. Please fully complete this form.

There is a **\$10 fee** for each official transcript mailed to a college, conservatory, or university. Please enclose a check made payable to The Diller-Quaile School of Music with the completed transcript request form. Students completing classes at Diller-Quaile for recommended undergraduate or graduate credit will receive a copy of their transcript at the conclusion of the semester. There is no charge for this transcript, which is mailed to the student's home address.

Date of Request _____

School Attended: **The Diller-Quaile School of Music
24 East 95th Street
New York, NY 10128
212-369-1484**

Student Name _____

Student Home Address _____

Dates of Attendance _____

Course(s) Completed _____

Address(es) to which to mail official transcript: Day Care Center (no fee); College, University (\$10 fee)

Attn _____

Attn _____

Institution _____

Institution _____

Street _____

Street _____

Room Number _____

Room Number _____

City _____

City _____

State _____ ZIP _____

State _____ ZIP _____

Date transcript must be received by _____

Date transcript must be received by _____