



## Official Transcript Request

There is a \$5.00 fee for each transcript requested. Payment must be received before a transcript will be mailed. Please allow five (5) business days for your request to be processed. Transcripts will not be released to those with financial obligations to Minneapolis Media Institute.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Student ID# or Last Four Digits of SS# \_\_\_\_\_

The name I attended MMI under was \_\_\_\_\_

I wish to have my transcripts sent to the address below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order to comply with the provisions of the Family Educational Rights and Privacy Act of 1974, we must obtain a signed authorization before we can release student information.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail form and payment made out to Madison Media Institute to:

Minneapolis Media Institute  
4100 West 76<sup>th</sup> Street  
Edina, MN 55435  
952-897-1111 (phone)  
952-831-0730 (fax)