



Christian Life Center Academy
Guidance Department

600 Charles St
Humble, TX 77338
281-319-0077
281-446-5501 (FAX)
www.clc-church.com

**** Allow two (2) weeks for processing ****

The following information is necessary for processing transcripts to ensure that your information is correct, **please print clearly.**

Last Name: _____ First Name: _____ M.I. ____ Maiden Name: _____

Daytime Phone #: _____ Year of High School Graduation: _____

Home Address: _____

Email: _____

Name and addresses of the college, university, or employers where the transcript(s) is /are to be sent
Use back of form if additional space is needed.

SIGNATURE: _____

Please include a self-addressed, stamped envelope if confirmation is needed. Transcripts mailed directly to an educational institution will be **official**. Transcripts mailed directly to the graduate will be **unofficial**.

There is a \$5.00 fee per transcript
Make Check Payable to: CLCA
600 Charles St Humble, TX 77338
PayPal available through School Website

Date Received: _____

Date Completed: _____

For Office Use Only
CHECK NO. _____