

Pennsylvania Culinary Institute is the custodial school of records for the International Academy of Design and Technology in Pittsburgh (formerly School of Computer Technology).

Pennsylvania Culinary Institute
717 Liberty Ave
Pittsburgh, PA 15222
412-566-2433

You can also contact Career Education Corporation for a copy of your transcript.

Career Education Corporation
2895 Greenspoint Parkway, Ste 600
Hoffman Estates, IL 60169
Attn: Transcripts
866-470-7445

Transcript request forms for both Pennsylvania Culinary Institute and Career Education Corporation are attached.

MAIL THIS FORM TO:

Pennsylvania Culinary Institute

Registrar's Office
717 Liberty Avenue
Pittsburgh, PA 15222

Official Transcript Request Form

1. An Official Transcript will be issued only upon the written request of the student in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.
2. Official Transcripts are generally mailed within 30 days from the time they are received by the Registrar's Office. Be sure to include your local telephone number in the event there is a problem and we need to contact you.
3. No transcript will be released on behalf of a student who has not fulfilled his/her financial obligation to the school.
4. **There is a \$4.00 fee for all official transcripts.** Cash, check or money orders are acceptable. They must be made out to PCI.

I. Student Information (Please Print)

Social Security Number		Local Phone (Daytime)	
Last Name	First	Middle	
Street and Apt. #			
City		State	Zip Code
Maiden/Former Name		Other Phone	
Release—Student Signature Only			Date

II. Mail Transcript to:

Name of College or Business		
Department/Building		
Street Address		
City	State	Zip Code

III. Complete the Appropriate information:

1. Number of Official Transcripts requested: _____
2. Years of Attendance: From _____ To _____
3. School attended: (please circle one)

Pennsylvania Institute of Culinary Arts

International Academy of Design & Technology

Computer Tech

Pennsylvania Culinary Institute

International Culinary Academy

Sawyer School

Notice to the student:

1. Transcript request forms that have missing information or are not legible will be returned to the student.
2. If there is any problem processing a student's transcript request, an attempt will be made to contact the student. If the problem cannot be resolved, the request form will be returned to the student.

TRANSCRIPT REQUEST PROCESS:

Transcripts are made available as official copies only- original, signed and sealed by an authorized official.

The procedures for transcript requests are as follows:

- A student may submit a letter in writing (address listed below), fax a completed transcript request form to 1-866-470-7445, or email a scanned signed copy of the transcript request form to records@careered.com.*
- The letter/form must specify the Students name (when they attended), Identification (Student ID and/or Date of Birth), Program, Dates of Attendance, Number of Copies Requested, Mailing Address (es) where transcripts are to be sent, **and Student's Signature**.
- The transcript request will take approximately 7-10 business days upon receipt. Currently there is no charge for an academic transcript. Failure by the student to pay financial obligations due to the institution may result in the withholding of transcripts (i.e. student being in default).
- If the transcript is unable to be processed, an official letter will be returned to the student specifying the reason(s) for denial.
- Please note that once a transcript can be released the student is responsible for re-submitting a transcript request.
- All written transcript requests (letter or transcript request forms mailed) should be sent to:
Career Education Corporation
2895 Greenspoint Parkway
Suite 600
Hoffman Estates, IL 60169
Attention: Transcripts
- All fax requests should be sent to:
1-866-470-7445, listen to the introduction and your fax will begin automatically.
- All electronic copies of the Transcript Request Form **including the requestors signature** should be sent to: records@careered.com

For any additional questions please contact 1-866-470-7445, pressing 1 when prompted, or email records@careered.com

*If you are dialing internationally or are having difficulty using the toll-free number please dial direct 1-847-851-7191 for voicemail and 1-847-585-3928 for fax.

TRANSCRIPT REQUEST FORM

School Attended: _____ Location: _____

Student Name: _____
Last First Middle

ID#: _____ Major: _____

Former name: _____ Date of Birth: _____
(If applicable)

Home Address: _____

City: _____ State: _____ Zip: _____

Contact phone number: _____ Email: _____

Number of copies requested: _____ Dates enrolled (start/ ending dates): _____

X _____ Date: _____

Student Signature (REQUIRED)

Please mail my transcript to the following address (please include addressee line and physical mailing address):

Address 1: _____

Quantity: _____

Address 2: _____

Quantity: _____

Please note: Failure by student to pay proper financial obligation due to the institution may result in the withholding of transcripts, diplomas and registration privileges, or any combination thereof. (Education Code, section 72237).

Transcripts are legal documents and your privacy rights as a student are protected under the Federal Family Rights and Privacy Act of 1974. Therefore, transcripts will be released upon receiving a written request from the student. This request may be made through mail or FAX. Please refer to the Transcript Request Process for information on address and fax number.

For Office Use Only

Date Received: _____

Official: _____ Date Processed: _____

Mail to: Career Education Corporation, Suite 600
2895 Greenspoint Pkwy, Hoffman Estates, IL 60169
Attention: Learning and Student Services- Transcripts

Fax: 1-866-470-7445
International Fax: 1-847-585-3928
Email: records@careered.com

11/17/09