



Installation Management Command, G7 Training Division  
 MG Robert M. Joyce School for Family and MWR  
 2280 Signal Road, Building 4022  
 Fort Sam Houston, TX 78234  
 Telephone: 210-466-1050  
 Fax: 210-466-1032

E-Mail: [usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil](mailto:usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil)

TRANSCRIPT REQUEST FORM				
<b>Name:</b>				
<b>Former Name(s):</b> <i>(if applicable)</i>				
<b>Address:</b>				<b>Phone:</b>
<b>City, State, Zip:</b>				
<b>E-Mail Address:</b> <i>(if requesting confirmation of transcript receipt or status)</i>				
<b>Normal Processing Time is 3-5 days from the date the request is received, excluding delivery.</b>				
<b><i>Unofficial or faxed copies are not accepted by other colleges/universities.</i></b>				
Number of Copies	Official	Unofficial	Purpose of Transcript	Transcript Address <i>(where you would like the transcript sent to)</i>
			<b>Employment</b>	
			<b>College/University</b>	
			<b>Student</b>	
			<b>Other</b>	
<b>Student's Signature:</b>				<b>Date:</b>
Issues			Point of Contact	
Cannot locate records under the name provided.			Education Support Specialist, 210-466-1050, <a href="mailto:usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil">usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil</a>	
Cannot send due to incomplete / unsatisfactory grade of course(s).			Education Support Specialist, 210-466-1050, <a href="mailto:usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil">usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil</a>	