



## OBTAINING OFFICIAL TRANSCRIPT

Are you a current student with a recent WebAdvisor account at your college or university?

If yes, request our Internet Permission Form by emailing us at:

[wages@signalcenters](mailto:wages@signalcenters)

### TO REQUEST YOUR TRANSCRIPT:

1. Go to your college/university website and locate the Registrar's page.
2. Select the transcript request option and fill out the request form completely.
3. Request an official transcript be mailed to:

Child Care WAGES<sup>®</sup> Tennessee  
109 N. Germantown Road  
Chattanooga, TN 37411

\*If your college **emails** transcripts, send to:  
[wages@signalcenters.org](mailto:wages@signalcenters.org)

4. Pay any transcript fee if required (cost will vary by college/university and state).
5. Submit form.

**Official transcripts are printed on special school paper for security purposes.**

**Official transcripts cannot be faxed or altered.**

**WAGES cannot accept copies or unofficial transcripts.**

**Questions: call Child Care WAGES TN @ 423.698.8528.**