Ignite Transformation College

5342 Clark Rd # 1299 - Sarasota, FL 34233 Tel: (971) 438-8751 - Email: info@itclms.org

COURSE TRACKING & INTENT TO GRADUATE FORM

IMPORTANT: This form is required of all students intending to graduate in a given school year. Enclosed with this form is the Course Tracking Sheet, which should be completed and signed by the Administrator and reviewed by the student for accuracy and signature. Copies are to be given to the student, kept at the teaching site, and the original is to be forwarded to our records office. Accurate height and weight must be included for proper gown size. Please keep a photocopy for your records. All information enclosed on this sheet is confidential.

Graduation fee: \$175.00 THIS FEE IS DUE WITH THIS FORM

PERSONAL INFO	<u>DRMATION</u>	Date	:		
Your School Name:					
Last Name:		First Name:			Middle Initial:
Address:	City:		State:		Zip Code:
Date of Birth: Place	ee of Birth:			Social Securi	ty # (last 4 digits only)
Home Phone #:	Work Phone #:	EM 1	Address:		
Home Phone #:	Work Phone #:	E-Mail	Address:		
High School/GED	City:		State:		Zip Code:
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Your Height (ft/in)	Weight (lbs)	Degree	(Associate, Bachelor, Mas	ster, Doctorate)	
Duint		4h - Do (A	(O TITLES)		
Print your name exacti	y as you wish it to be on	tne Document (N	O IIILES)		
		CLONIA	PUDEC		
		SIGNA	TURES		
Student Signature:			Administrator Signature	:	
I certify that the information	tion above is correct.	Date	I certify that the inform	nation above is corre	ect. Date

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COURSE TRACKING & INTENT TO GRADUATE FORM (USE MULTIPLE SHEETS AS NEEDED)

ALL INFORMATION MUST BE COMPLETED FOR A STUDENT TO RECEIVE CREDIT.

			1		Administrator
Course #	Course Name	Date	Grade	Credits	Verification
				41	
Administrator	is to post grade for Program Completion & make comment	on student	essays, as	to quality	and content, below.
	Program Completion Research & Study				_
Has the Student been evaluated by the Home Office? (check one) YesNo					
Has the Student taken Percentile Testing? (check one) Yes No					
Has the Stude	ent taken Program Completion (check one) Yes	sNo			
1 Th	e Intent to Graduate Form must be initialed and signed by t	he Administr	rator		

- 2. The Intent to Graduate Form must be signed by the Graduating Student.
- 3. If any courses or studies have come from another source other than this school, they must be verified by a transcript.

Graduation Fees: \$175.00

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	SIGNATURES			
ĺ	Student Signature:	Administrator Signature:		
	I certify that the information above is correctDate	I certify the course work as complete, Program Completion Datedone, and has no outstanding bill due.		