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TENNESSEE EARLY CHILDHOOD TRAINING ALLIANCE

Official Transcript Request from RSCC

Go to Raidernet log-in & sign in. (raidernet.roanestate.edu.)

- **Click** on records
- **Click** request or view transcripts
- **Click** request printed transcript
- **Choose** your permanent address and internal college option “none”
- **Click** continue
- Choose transcript type “**official**”
- **Verify** that all of your personal information is correct
- **Click** continue

**** Here you may enter an alternate address to have the transcript sent to: Child Care Wage\$ **109 N. Germantown Rd Chattanooga, TN 37411** phone # 423-698-8528

- Choose the number of copies: **1** and delivery method.
- **Verify** all information is correct
- **Click SUBMIT REQUEST**

**** If you have entered the alternate address to Child care wage\$, the transcript will be mailed directly to them, so you're done.

**** If you left your address in, then the transcript will be mailed to you in a sealed envelope. **DO NOT OPEN** it. If you open it, it is no longer “official” and will not be accepted.

Don't forget – you can also walk into Roane State and ask for a copy of your “Official” transcript. It must be given to you in a sealed envelope and then you mail the sealed envelope to:

Child Care Wage\$ 109 N. Germantown Rd Chattanooga, TN 37411 423-698-8528

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