

**REQUEST FOR ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT**

For use of this form, see AR 621-5; the proponent agency is DCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY** 10 USC, Section 4302.  
**ROUTINE USES** Upon initiation of individual.  
**PRINCIPAL PURPOSE(S)** To enable the Army/American Council on Education Registry Transcript System (AARTS) to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number (SSN) is necessary to make positive identification of individual and records.  
**DISCLOSURE** Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.  
**ELIGIBLES** (1) **ONLY Regular Army (RA) enlisted soldiers and veterans whose Basic Active Service Dates (BASD) fall on or after 1 October 1981.**  
(2) **ONLY Army National Guard (ARNG) enlisted soldiers and veterans on active rolls as of 1 January 1993 whose Basic Pay Entry Dates (BPED) fall on or after 1 October 1981.**

**MAIL OR FAX TO:** Manager, AARTS Operations Center, 415 McPherson Avenue, Fort Leavenworth KS 66027-1373  
FAX Number Commercial (913) 684-2011

**PLEASE TYPE OR PRINT LEGIBLY**

<b>1. SSN</b>		<b>2. NAME</b> (Last, First, Middle Initial)	
<b>3. ENLISTED RANK</b>	<b>4. DATE OF BIRTH</b>	<b>5. SIGNATURE</b>	
<b>6. ENLISTED STATUS</b> (Check one) <input type="checkbox"/> REGULAR ARMY <input type="checkbox"/> VETERAN <input type="checkbox"/> ARMY NATIONAL GUARD		<b>7. ENLISTMENT DATE</b> (BASD or BPED) <i>(Must be on or after 1 Oct 81)</i>	<b>8. TELEPHONE NUMBER</b> (Include Area Code) DUTY (    ) OFF-DUTY (    )
<b>9. FOR PERSONAL OR ARMY EDUCATION RECORD</b> SEND TRANSCRIPT TO:		<b>10. FOR COLLEGE OR EMPLOYER RECORD</b> SEND TRANSCRIPT TO:  <b>Admissions Office</b> <b>Northwestern Michigan College</b> <b>1701 East Front Street</b> <b>Traverse City, MI 49686</b>	

**FOR OFFICIAL USE ONLY**

**OFFICE AUTOMATION RECORD**

<b>INITIATOR</b>	<b>AARTS ID NUMBER</b>	<b>FIGE CODE</b>	<b>AARTS ID NUMBER</b>
A		C	
S		O	

**CROSS REFERENCE ID NUMBER(S)**

**DATA ENTRY ID**

**RESEARCH RECORD**