



# TSAC SCHOOL SIGN-UP SHEET

TYPE OR PRINT CLEARLY

<b>School Information</b>		
School Name:	School Code and Branch:	
Address:	Internet Browser & Version:	
City:	State:	Zip:
Contact Name:	Email Address:	Contact Phone:
Test Start Date:	Production Start Date:	
<b>Contact Information for Students</b>		
<small>This information will be printed on letter and email correspondence as who the borrower should contact with any questions.</small>		
Contact Person or Group:		
Phone Number:	Alternate Phone Number:	
Fax Number:	Email Address:	
Office Hours:	Reply to Email Address for Email Correspondence:	
<b>Notification Preferences</b>		
Standard Notification: (check one)		
<input type="checkbox"/> Email Only <input type="checkbox"/> Letters Only <input type="checkbox"/> Email and Letters		
Standard Branding: (check one)		
<input type="checkbox"/> Guarantor Only <input type="checkbox"/> School Only* <input type="checkbox"/> Guarantor and School*		
* Logo Supplied? _____ Yes    _____ No		
Which TSAC Applications do you currently have access to? _____ e*CLIPS    _____ eGRandS		

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date

Sign and fax to NGS, attention Julie Gilreath @ (904) 281-7373.