

# STUDENT SERVICES TRANSCRIPT REQUEST

Please allow 24-48 business hours for Transcript Processing

There is no fee for current students. \$5 fee charged for requests made more than 5 weeks past graduation.

NOTE: Parents and /or Guardians of Students 18 years and older CANNOT Pick Up these Transcripts!

Please request only **MAILED** Transcripts for your student.

DATE RECEIVED:

GRADUATION YEAR:

DATE FEE PAID:

For each transcript request below, please indicate whether or not you would like to have it mailed to your home address, pick it up, or sent to the college.

## STUDENT INFORMATION (Please Print Clearly)

Student Name:

DATE OF BIRTH:

Student #

### TRANSCRIPT # 1 INSTRUCTIONS

Type of transcript:  Official  Unofficial

Mail to:  College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

*\*Note: Some transcripts can be sent electronically if the option is available, we will utilize that option*

### TRANSCRIPT # 2 INSTRUCTIONS

Type of transcript:  Official  Unofficial

Mail to:  College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

*\*Note: Some transcripts can be sent electronically if the option is available, we will utilize that option*

### TRANSCRIPT # 3 INSTRUCTIONS

Type of transcript:  Official  Unofficial

Mail to:  College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

*\*Note: Some transcripts can be sent electronically if the option is available, we will utilize that option*

### TRANSCRIPT # 4 INSTRUCTIONS

Type of transcript:  Official  Unofficial

Mail to:  College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

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