

## Transcript Request Form

Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Former or Married Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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### Number of Copies and Type of Transcript\* Requested

Official: \_\_\_\_\_ Official--Issued to Student: \_\_\_\_\_ Unofficial: \_\_\_\_\_

Parent/Student Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Send the transcript to (please print legibly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is no charge for regular mail delivery. Transcript requests are normally processed within 3-5 business days of receipt of a signed request, but a transcript will not be released if you have unfulfilled financial obligations or unreturned books.

\***Official** transcripts will be sent directly to an institution, agency, employer, or other third party.

\***Official--Issued to Student** transcripts will be given out in envelopes with a signature across the seal.

\***Unofficial** transcripts will be released directly to students for personal use.

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### FOR OFFICE USE ONLY:

Date transcript mailed: \_\_\_\_\_

By: \_\_\_\_\_