# Transcript Request Form

Please print legibly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Student ID #</th>
<th>Phone number/extension</th>
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<th>Last name</th>
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_____I will pick up the transcript*  Pick up date:______________________________

_____Send to another institution/organization*

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### Name of first institution/organization to which the transcript should be sent:

Name: __________________________________________

Address: _______________________________________

City, State, Zip: ________________________________

Send Now _______Hold Until Current Term Grades _______Hold Until Degree Is Recorded_______

☐ Official Transcript  ☐ Unofficial Transcript (no charge)

Number of Copies Requested: ________ (First official transcript ever is free; each additional official transcript costs $5.00)

**Please send by (date):______________________________

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### Name of second institution/organization to which the transcript should be sent:

Name: __________________________________________

Address: _______________________________________

City, State, Zip: ________________________________

Send Now _______Hold Until Current Term Grades _______Hold Until Degree Is Recorded_______

☐ Official Transcript  ☐ Unofficial Transcript (no charge)

Number of Copies Requested: ________ (First official transcript ever is free; each additional official transcript costs $5.00)

**Please send by (date):______________________________

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By signing below, I release the transcript and the information therein to the above listed institution(s)/organization(s).

_________________________  _________________________
Student Signature  Date

*No transcripts will be issued to students with unpaid balances with the college.

**Please allow three business days for processing of transcripts.