STUDENT REQUEST FOR TRANSCRIPT(S) FORM

PAST STUDENTS

*Starting September 1, 2014 All Transcripts will increase to $5.00 per copy*
*Please allow 2 business days for processing request*
*Transcripts will not be mailed out or picked up without payment*
*After 30 days transcript will be shredded if not picked up*

*$5.00 per copy Graduates or Past Students (Official & Unofficial)*

*Indicate MC Harris, GRAD, or ACE Building*
*If you were on Grad or Ace building contact ASC 209-7120*

DATE: ___________ YEAR GRAD/WITHDREW: ___________ # Copies: _________

NAME: ___________________________________________ DOB: _______________

LAST FIRST MIDDLE

ID: # __________ Grade: ____________

ADDRESS: ___________________ CITY: ___________ ST: ______

PHONE: ____________

WILL PICK UP: ______ OR MAIL: ______

__________________________

__________________________

__________________________

SIGNATURE _____________________________

If you would like to authorize someone to pick up your transcript, please provide them with a written authorization including your name, date of birth, and signature. They will also need a valid picture ID.
CURRENT STUDENT REQUEST FOR TRANSCRIPT(S) FORM

*Starting September 1, 2014*
*$2.00 per copy (Official & Unofficial)*

* Please allow 2 business days for processing request *

* Transcripts will not be mailed out or picked up without payment *
* After 30 days transcript will be shredded if not picked up *

Current Student

DATE: ___________ YEAR GRAD/WITHDREW: ___________ # Copies: ___________

NAME: ____________________________ DOB: ___________

LAST FIRST MIDDLE

ID: # ___________ Grade: ___________

ADDRESS: ____________________________ CITY: ___________ ST: ______

PHONE: ___________

WILL PICK UP: ______

SIGNATURE: ____________________________

If you would like to authorize someone to pick up your transcript, please provide them with a written authorization including your name, date of birth, and signature. They will also need a valid picture ID.