



# STUDENT SERVICES TRANSCRIPT REQUEST

**Please allow 24-48 business hours for Transcript Processing**

**\$1.00 fee per transcript (school) for walk-in transcript requests (EXACT CHANGE ONLY)**

NOTE: Parents and/or Guardians of Students 18 years and older **CANNOT** Pick Up these Transcripts! Please only request **MAILED** Transcripts for your student.

DATE RECEIVED	DATE FEE PAID
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## STUDENT INFORMATION

Student Name	Student Number	Grade
Street Address	City/State	Zip Code
Date of Birth	Year of Graduation	

## TRANSCRIPT #1 INSTRUCTIONS

Transcript Submittal Information		Type of Transcript	
<input type="checkbox"/> Check Box	MAIL TRANSCRIPT	<input type="checkbox"/> Check Box	OFFICIAL TRANSCRIPT
<input type="checkbox"/> Check Box	PICK UP TRANSCRIPT	<input type="checkbox"/> Check Box	UNOFFICIAL TRANSCRIPT
College Name			
Street Address		City/State	Zip Code

## TRANSCRIPT #2 INSTRUCTIONS

Transcript Submittal Information		Type of Transcript	
<input type="checkbox"/> Check Box	MAIL TRANSCRIPT	<input type="checkbox"/> Check Box	OFFICIAL TRANSCRIPT
<input type="checkbox"/> Check Box	PICK UP TRANSCRIPT	<input type="checkbox"/> Check Box	UNOFFICIAL TRANSCRIPT
College Name			
Street Address		City/State	Zip Code

## TRANSCRIPT #3 INSTRUCTIONS

Transcript Submittal Information		Type of Transcript	
<input type="checkbox"/> Check Box	MAIL TRANSCRIPT	<input type="checkbox"/> Check Box	OFFICIAL TRANSCRIPT
<input type="checkbox"/> Check Box	PICK UP TRANSCRIPT	<input type="checkbox"/> Check Box	UNOFFICIAL TRANSCRIPT
College Name			
Street Address		City/State	Zip Code

## TRANSCRIPT #4 INSTRUCTIONS

Transcript Submittal Information		Type of Transcript	
<input type="checkbox"/> Check Box	MAIL TRANSCRIPT	<input type="checkbox"/> Check Box	OFFICIAL TRANSCRIPT
<input type="checkbox"/> Check Box	PICK UP TRANSCRIPT	<input type="checkbox"/> Check Box	UNOFFICIAL TRANSCRIPT
College Name			
Street Address		City/State	Zip Code