

Transcript Request Form

Student records are protected by the FERPA privacy act and will only be released when requested by the student. A transcript cannot be released if you have an outstanding financial obligation.

Name Smith ID number (if known) Date of Birth

Former Name (if applicable) Email Address Phone Number Degree Awarded

Current Address

Current Students:

Former Students:

- Prepare my transcript now.
- Hold until my current term grades are posted.
- Hold until my degree is posted.

Approximate Last Date of Attendance

PLEASE NOTE: Transcripts will not be sent by fax or electronically.

- Mail _____ copies of my transcript to me at the address above.
- Mail my official transcript to the following address(es):

_____	_____
_____	_____
_____	_____
_____	_____

Number of Copies: _____

Number of Copies: _____

Transcripts are typically processed within 3-5 business days. Please allow additional time at the end of the term.

Signature (Required)

Date