



## REQUEST FOR OFFICIAL TRANSCRIPT

- Please fax, mail or hand-deliver requests. We are unable accept email or telephone requests.
- Student must show photo ID to pick up transcripts in person. If a person other than the student will pick up transcripts for the student, that person must be named on this form and must show photo ID.
- Your request will be processed in seven to ten business days. **Transcripts are never emailed or FAXED.**

<b>Student name and current address:</b> Note: Window envelopes are used. Please print clearly			Please update my student record		
Name: _____		Former name(s): _____			
Address: _____		Birthdate: _____			
City _____	State _____	Telephone: _____			
ZIP _____		Attendance dates: _____			
Email address _____					

### Receiver information

Send to: \_\_\_\_\_ # of copies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send to: \_\_\_\_\_ # of copies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student signature:** \_\_\_\_\_

Date: \_\_\_\_\_ REQUIRED

### Ordering information

\_\_\_\_\_ Total number of official transcripts requested

\_\_\_\_\_ Send immediately

\_\_\_\_\_ # of additional transcript(s) sent to student

\_\_\_\_\_ ~~# Do not mail — student will pick up~~

~~Name of person designated to pick up, if other than yourself:~~ \_\_\_\_\_

In person services not available due to Covid-19 restrictions.

Wait until:

Grades are posted: Sum Fall Win Spring

Degree is posted: Sum Fall Win Spring

Hold for grade change

Course title \_\_\_\_\_ QTR \_\_\_\_\_

Incorrect grade? \_\_\_\_\_ (for tracking)

Cost: \$7.25 per copy. Payment options: **1.** SUBMIT FORM WITH PAYMENT TO CASHIER. **2.** To use a credit card, complete the information below. Olympic College accepts MASTERCARD or VISA only. **3.** To pay by phone, have ctcLink ID and call the Cashier at 360-475-7181.

Check one: \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA

Credit card #: \_\_\_\_\_ Security code: \_\_\_\_\_ Expiration date: \_\_\_\_\_