

Transcript Request

Current Last Name: _____ First Name: _____ M.I.: _____

Name at time of attendance: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone Number: _____

Cell phone carrier: US Cellular Verizon AT & T Tracfone Other _____ Text Updates: Yes No

Social Security number #: _____ Email address: _____

Date of Birth: _____ Dates of Attendance: _____

Attended Prior to 1988 Number of Transcripts _____

Hold for final grades of current semester Rush

Student is responsible for providing a complete mailing address (Name/Organization, Person/Department, etc.)

1.

2.

- Transcripts will not be sent if there are any outstanding obligations to the college for any reason. Including defaulted student loans.
- Please allow one week for processing.
- Expedited transcript request (processed within one day of request) is \$10.00
- Submit completed form to Donna Geel, Assistant to the Academic Dean

Signature _____ Date _____

Office Use Only

Processed: _____

Initials

Date

***Non-Discrimination Policy:** Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information; please call Tatiana Osmond, Affirmative Action Officer, at 454-1094.*