

COLORADO COLLEGE

TRANSCRIPT REQUEST FORM

Registrar's Office
Armstrong Hall
14 E. Cache la Poudre
Colorado Springs, CO 80903
Phone: 719.389.6610
Fax: 719.389.6931
Web: www.coloradocollege.edu
E-Mail: registrar@coloradocollege.edu

- Transcripts may be withheld for outstanding financial obligations to the College.
- Requests will not be processed without the student's signature.
- Each student is allowed 10 free transcripts each fiscal year (July 1-June 30). Additional copies are \$3.00 each.

Student Information Please complete all contact information Name -please print _____ Name while enrolled (if different from above): _____ CC Student ID #: (required for current students): _____ Date of Birth: ____/____/____ Permanent Mailing Address: _____ City _____ State _____ Zip _____ Country (if other than U.S.): _____ Telephone: _____ Circle one: Home Work Cell E-mail: _____ GPA information is not automatically included for students who attended prior to 1985. Please note under special instructions if requested. Special Instructions: _____ _____ _____ CURRENT STUDENTS ONLY <input type="checkbox"/> HOLD FOR GRADE Do not process transcript request until grade for the following course is posted: Course Name: _____ CRN & Course #: _____ Block #: _____	Number of Copies: _____ <input type="checkbox"/> Pick up Transcripts not picked up within 2 weeks of request will be mailed to current address on file. Mail To: <input type="checkbox"/> Worner Box # _____ <input type="checkbox"/> Same as permanent mailing address _____ Name _____ Address City _____ State _____ Zip _____ Country (if other than U.S.): _____ Standard Processing by U.S. Mail Transcript will be sent by first class mail within 3-5 working days from our date of receipt. Delivery time with first class and air mail will vary depending on the location. Please allow adequate time for your transcript to arrive at its destination. Express Service by Fed Ex* Express service must be prepaid. <input type="checkbox"/> \$25.00 (U.S. only) Overnight service for each address. International Service rates vary by destination. Recipient Phone # is Required for delivery by FedEx, enter below:_____ Federal Express does NOT deliver to P.O. Boxes Delivery with FedEx is overnight guaranteed (US only) * If emailing a FEDEX request, please include "FEDEX" in subject line Credit Card information is <i>only</i> required if requesting FEDEX service. Name as it appears on Credit Card (Please Print): _____ Credit Card # _____/_____/_____/_____ Expiration Date: ____/_____ We accept VISA, MC and Discover
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In compliance with the Family Educational Rights and Privacy Act of 1974, transcripts will not be released to a third party without the student's written consent. I also understand that transcripts will not be issued if a financial hold exists on my account. I hereby authorize the release of my transcript:

Student signature

Date