

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.

<p>Student Information Please complete all contact information</p> <hr/> <p>Name -please print _____</p> <hr/> <p>Name while enrolled (if different from above): _____</p> <hr/> <p>CC Student ID #: (required for current students): _____</p> <hr/> <p>Date of Birth: ____/____/____</p> <p>Permanent Mailing Address:</p> <p>_____</p> <p>City _____ State _____ Zip _____</p> <p>Country (if other than U.S.): _____</p> <p>Telephone: _____</p> <p>Circle one: Home Work Cell</p> <p>E-mail: _____</p> <p>GPA information is not automatically included for students who attended prior to 1985. Please note under special instructions if requested.</p> <p>Special Instructions: _____</p> <hr/> <p style="text-align: center;">CURRENT STUDENTS ONLY</p> <hr/> <p><input type="checkbox"/> HOLD FOR GRADE</p> <p>Do not process transcript request until grade for the following course is posted:</p> <p>Course Name: _____</p> <p>CRN & Course #: _____ Block #: _____</p>	<p>Number of Copies: _____</p> <p><input type="checkbox"/> Pick up Transcripts not picked up within 2 weeks of request will be mailed to current address on file.</p> <p>Mail To:</p> <p><input type="checkbox"/> Worner Box # _____</p> <p><input type="checkbox"/> Same as permanent mailing address</p> <p><input type="checkbox"/> Other (enter address below)</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ Zip _____</p> <p>Country (if other than U.S.): _____</p> <p>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.</p> <p>Express Service by Fed Ex* Express service must be prepaid.</p> <p><input type="checkbox"/> \$25.00 (U.S. only) Overnight service for each address. International Service rates vary by destination.</p> <p>Recipient Phone # is Required for delivery by FedEx, enter below: _____</p> <p>Federal Express does NOT deliver to P.O. Boxes Delivery with FedEx is overnight guaranteed (US only)</p> <p>* If emailing a FEDEX request, please include "FEDEX" in subject line</p> <p>Credit Card information is <i>only</i> required if requesting FEDEX service.</p> <p>Name as it appears on Credit Card (Please Print): _____</p> <p>Credit Card # _____ / _____ / _____ / _____</p> <p>Expiration Date: ____/____</p> <p>We accept VISA, MC and Discover</p>
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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