

# OFFICIAL TRANSCRIPT REQUEST FORM

Complete this form in pen.

Official Transcripts are \$3.20 each and non-refundable.

Official Transcripts may take 2-5 business days for processing.



Cascadia Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources Office.

OFFICE USE ONLY

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE INITIAL</b>	<b>PREVIOUS NAME</b>
<b>STUDENT ID NUMBER</b>	9 6 - - - - -	<b>BIRTHDATE</b>	
<b>MAILING ADDRESS</b> CAN WE UPDATE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>NUMBER OF OFFICIAL TRANSCRIPT(S)</b>		<b>PHONE</b>	( ) -
<b>Select Option (1) or (2) for Delivery Method</b>			
<b>(1) SEND OFFICIAL TRANSCRIPT(S) ELECTRONICALLY</b> <i>Please check mark the college or university listed below.</i>			
<i>The Official Transcript will be sent to the Admissions, Enrollment Services, or Records Department of the listed college/university</i>			
<input type="checkbox"/> Bates Tech College (280)	<input type="checkbox"/> Edmonds CC (230)	<input type="checkbox"/> Olympic College (030)	<input type="checkbox"/> Tacoma CC (220)
<input type="checkbox"/> Bellevue College (080)	<input type="checkbox"/> Everett CC (050)	<input type="checkbox"/> Peninsula College (010)	<input type="checkbox"/> UW – Seattle (410)
<input type="checkbox"/> Big Bend CC (180)	<input type="checkbox"/> Grays Harbor College (020)	<input type="checkbox"/> Pierce College (110)	<input type="checkbox"/> UW – Bothell (411)
<input type="checkbox"/> Central WA University (420)	<input type="checkbox"/> Green River CC (100)	<input type="checkbox"/> Pierce College-Ft Steilacoom (111)	<input type="checkbox"/> UW – Tacoma (412)
<input type="checkbox"/> Centralia College (121)	<input type="checkbox"/> Highline CC (090)	<input type="checkbox"/> Pierce College-Puyallup (112)	<input type="checkbox"/> UW – Evening (413)
<input type="checkbox"/> Clark College (140)	<input type="checkbox"/> Lake WA Tech College (260)	<input type="checkbox"/> Seattle Central CC (062)	<input type="checkbox"/> Walla Walla CC (200)
<input type="checkbox"/> Columbia Basin College (190)	<input type="checkbox"/> Lower Columbia College (130)	<input type="checkbox"/> Shoreline CC (070)	<input type="checkbox"/> WA State University (400)
<input type="checkbox"/> Eastern WA University (330)	<input type="checkbox"/> North Seattle CC (063)	<input type="checkbox"/> Skagit Valley College (040)	<input type="checkbox"/> WA State University - Spokane (401)
			<b>If your desired college or university is not listed, it must be sent through regular mail. Use Option #2</b>
<b>(2) MAIL OFFICIAL TRANSCRIPT(S) BY REGULAR U.S.P.S.</b>			
<b>STUDENTS MUST PROVIDE THE COLLEGE/UNIVERSITY/ORGANIZATION/COMPANY MAILING ADDRESS. Additional Addresses?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, please list on reverse. →</b>			
<b>PLEASE PRINT CLEARLY FOR EFFICIENT MAILING OF YOUR OFFICIAL TRANSCRIPTS. NOTE: After CCC has processed your request, delivery of mailed official transcripts may take up to 7-10 business days.</b>			
<b>SCHOOL/ORGANIZATION/COMPANY (if any)</b>			
<b>DEPARTMENT (if any)</b>			
<b>ATTENTION TO (if any)</b>			
<b>STREET ADDRESS</b>			
<b>CITY, STATE, ZIP CODE</b>			
<b>SPECIAL OPTIONS: This section below is optional. Please mark ONLY if the options listed below apply to your request.</b>			
<input type="checkbox"/> <b>SPECIAL OPTIONAL - HOLD UNTIL END OF CURRENT QUARTER OR GRADES ARE POSTED.</b>	<input type="checkbox"/> <b>SUMMER</b>	<input type="checkbox"/> <b>FALL</b>	<input type="checkbox"/> <b>WINTER</b>
<input type="checkbox"/> <b>SPECIAL OPTIONAL - HOLD UNTIL DEGREE OR CERTIFICATE IS POSTED.</b>	<input type="checkbox"/> <b>SUMMER</b>	<input type="checkbox"/> <b>FALL</b>	<input type="checkbox"/> <b>WINTER</b>
<i>Degrees and certificates are posted to student transcripts approximately 2 weeks after final quarter grades are posted.</i>			
All outstanding balances such as debts, library fines, parking tickets, etc. must be cleared before Official Transcripts can be released. If outstanding balances are not cleared within 30 days of processed payment for Official Transcripts, the Official Transcripts will be discarded and a new order with payment must be placed.			
<b>STUDENT SIGNATURE (REQUIRED)</b>	X	<b>DATE</b>	