TACOMA COMMUNITY COLLEGE

Transcript Request Form

ORDER ONLINE. Order online and track the progress of your transcript request: **www.getmytranscript.com**

OR you can request transcripts:

IN PERSON. Payment is made at the Cashier's Office in Bldg. 14.

BY MAIL. Send your signed request with payment (check or money order) to:

> Cashier, Bldg. 14
> Tacoma Community College
> 6501 S. 19th St.
> Tacoma, WA 98466

Please Note ...

- Your request will be processed by TCC in approximately five business days.
- We do not accept email or telephone requests.
- Transcripts are never sent by FAX.
- For express mail requests, please provide pre-paid express envelope.
- Student or designated representative must show picture ID to pick up transcript in person.
- Outstanding debts to TCC must be paid before transcript requests are processed.
- Students can print unofficial transcripts FREE from the STUDENT CENTER portal.
- Transcripts for pick up will be destroyed after 30 business days.

TCC ALUMNI. Unofficial transcripts can be printed FREE from https://www.tacomacc.edu/forms/myeservices.aspx. You can also request your unofficial transcript from the Enrollment Services office, Bldg. 7.

Third Party Requestor

[ ] Signed Student Release on file or attached

_____
Signature

_____
Printed Name

_____
ID/Badge (if applicable)

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❶ **Student Information** (Please print clearly, do not use erasable ink)

Name _____
Last   First   Middle Initial

Former Name _____
(include copy of picture ID)

SID _____   Attendance Dates _____

Birth Date _____   Telephone _____

Mailing Address _____

_____
City   State   Zip Code

Email Address _____

❷ **Ordering Information**

Number of Official Transcripts Ordered? _____

COST: $5.75 for the first transcript, plus $1 for each additional transcript. Fee is non-refundable.

Send my transcript   [ ] Yes   [ ] No
Complete Step No. 4.

I will pick up my transcript   [ ] Yes   [ ] No
At Enrollment Services (Bldg. 7). **ID required.**

Designated person will pick up my transcript   [ ] Yes   [ ] No
Name of person designated: _____

Wait to send until posted   Quarter/Year

- [ ] End of Quarter Grade
- [ ] Degree — Type:
- [ ] Certificate — Type:
- [ ] Grade Change
- [ ] Other:

❸ _____
Student's Signature

❹ **Send my transcript** (include complete mailing address)

TO: _____

No. of copies _____

_____

(Write additional addresses on back)