

Unofficial Transcript Request Form

	Office U	Jse Only	
ID OK		Holds	
Rec'd		Sent	

Please Note ...

- 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 <u>unofficial</u> transcripts FREE from the STUDENT CENTER portal.
- Transcripts for pick up will be destroyed after 30 business days.

Last	First	Middle Initia	
Former Name			
nclude copy of picture ID)			
Student ID	Attendance Dates		
Birthdate	Telephone		
Address			
City	State	Zip Code	
Email			
Ordering Information Send my transcript to: (Include complete mailing email address)			
☐ I will pick up my trans	cript		
☐ Designated person wil	l pick up my transcript		
Name of person desig	nated:		
_	munity College to release r	av tananniat	

Note: Hand written signature required; Digital/electronic signatures not accepted.