



WALLACE STATE HANCEVILLE

Office of Admissions & Records
PO Box 2000 • Hanceville • AL • 35077 • 35077-2000
Phone: 256-352-8238 • Fax: 256-352-8129
Email: lioncentral@wallacestate.edu

REQUEST FOR TRANSCRIPT

PLEASE PRINT AND COMPLETE ALL INFORMATION BELOW AS REQUESTED. INCOMPLETE OR ILLEGIBLE INFORMATION COULD DELAY PROCESSING

Student Number/SSN _____ Date of Birth ____/____/____

Name _____
(Last) (First) (Middle) (Maiden or Former)

Phone _____ Current Email Address _____

Current Mailing Address _____
(Street or PO Box) (City) (State) (Zip)

Were you enrolled at WSCC prior to summer quarter 1989? ____ Yes ____ No

Are you currently enrolled at WSCC? ____ Yes ____ No

If no give last year of attendance _____

SEND ____ COPY(S) OF MY TRANSCRIPT TO:

Recipients Name and Mailing Address

SPECIAL INSTRUCTIONS

- ____ Mail Transcript Immediately
- ____ Hold until current grades are recorded
- ____ Hold until degree/certificate is posted
- ____ Hold for change of grade
- ____ Issued to Student

Student Signature _____ Date ____/____/____

For Office Use Only:

Date received _____ Date processed _____

Sent via ESCRIP

Processed by _____

Sent via mail

The Family Education Rights and Privacy Act of 1974 (PL 93-380), known as the Buckley Amendment, shall apply to the handling of student records at all colleges.

See Reverse Side for Policies and Procedures

Policies and Procedures

- Official transcripts are mailed to institutions, companies, agencies, etc. upon the students written and signed consent for release.
- The office of Admissions and Records DOES NOT FAX TRANSCRIPTS.
- The Admissions office maintains student's records and upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released.
- In compliance with FERPA, the college does not release transcripts of a students work except upon the student's written request, except in a case where educational or governmental officials have a lawful need for the information.
- Students may receive a student copy of their WSCC transcript in the Office of Admissions or they may access their unofficial transcript by logging into their myWallaceState student account.
- Official transcripts request are processed in the order in which they were received. **REQUEST SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.**
- The college reserves the right not to release a transcript if the student has outstanding financial obligations to the college.
- Written transcript request should be sent to the following address:
 - Wallace State Community College
Office of Admissions & Records
P.O. Box 2000
Hanceville, Al 35077
- Written request should include name, dates of attendance, social security number, and name and address to which the transcript should be forwarded. **NOTE: Students with name changes should include all former names.**
- The Admissions Office does not issue transcripts received from other institutions. Request for transcripts from other institutions must be directed to the institution concerned.