



# WALLACE STATE HANCEVILLE

Office of Admissions and Records  
PO Box 2000 • Hanceville • AL • 35077-2000  
Phone 256.352.8238 • Fax 256.352.8129

## REQUEST FOR TRANSCRIPTS

**PLEASE PRINT** and complete all information below as requested. Incomplete or illegible information could delay processing.

Student Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden or Former)

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip)

1. Were you enrolled at WSCC prior to summer quarter 1989? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Are you currently enrolled at WSCC? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, give last year of attendance. \_\_\_\_\_

**SEND \_\_\_\_\_ COPY OF MY TRANSCRIPT TO:**  
HOW MANY

### 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

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE OF REQUEST

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 student's written and signed consent for release.
- The office of Admissions and Records **DOES NOT FAX TRANSCRIPTS.**
- Wallace State Community College students can obtain a total of 3 official transcripts without a fee. Additional transcripts will be issued at a cost of \$3.00 each.
- The Admissions Office maintains student 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 the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's 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 WSCC transcript through the on-line registration system.
- Official transcript requests are processed as they are received. **REQUESTS 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 requests should be sent to the following address:  
Office of Admissions  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000
- Written requests 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 official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.