

# Wallace State Community College

OFFICE OF ADMISSIONS / RECORDS

## REQUEST FOR TRANSCRIPT

- A) Official transcripts are mailed to institutions, companies, agencies, etc. upon the student's written and signed consent for release.
- B) "OFFICIAL" transcripts will not be issued to the student. The student may request an "UNOFFICIAL" transcript which does not bear the College seal and is marked as "student copy".
- C) Transcript requests are processed and mailed daily\*  
\*Exception: Periods of registration and end of semester assignments.
- D) Wallace State Community College will issue 3 transcripts without a charge. Additional transcripts will be issued at a cost of \$3.00 each.

Please complete all information below as requested and fax page to 256 352-8129. Incomplete or illegible information could delay processing.

\* \* \* \* \* PLEASE PRINT \* \* \* \* \*

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_ / \_\_\_\_\_

Student Number: (If different than social security number) \_\_\_\_\_

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last) (First) (Middle) (Maiden or former)

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
- 3) If your answer to #2 is "no", give last year you attended: \_\_\_\_\_

Send \_\_\_\_\_ copies of my transcript to: (Please complete below)  
How many

Recipients name and complete mailing address

- Special Instructions
- ( ) Mail transcript immediately
  - ( ) Hold until current grades are recorded
  - ( ) Hold until degree/certificate is posted
  - ( ) Hold for change of grade
  - ( ) Hold for incomplete grade removal
  - ( ) Hold until I call with details

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date of Request