

OFFICIAL TRANSCRIPT REQUEST Form

NLC NVC PAC
 SAC SPC



ALAMO
COLLEGES

Student is responsible for satisfying ALL the requirements below BEFORE submitting the request.

If you have a transcript HOLD, your transcript request WILL NOT be processed. Contact the Admissions and Records/Enrollment Services Office for guidance on how to resolve hold(s).

There are four convenient ways to request an official transcript:

1. IN PERSON -

- Complete this transcript request form and submit it in person to the Admissions and Records/Enrollment Services Office. Be prepared to present **your official PHOTO ID**.

2. VIA FAX -

- Complete this transcript request form and submit it along with a **copy of your official PHOTO ID**.

3. VIA EMAIL -

- Complete this transcript request form and submit it along with a **copy of your official PHOTO ID**.

4. BY MAIL -

- Complete this transcript request form and mail it along with a **copy of your official PHOTO ID**.

LAST NAME:		FIRST NAME/MIDDLE NAME:		BANNER ID:
STUDENT ADDRESS:				
PRIOR LAST NAME:	LAST FOUR DIGITS OF SSN:	DATE OF BIRTH:	TELEPHONE: ()	EMAIL ADDRESS:

SEND TO:		
MAIL TO ADDRESS:		
CITY, STATE:	ZIP CODE:	TELEPHONE: ()
EMAIL ADDRESS:		

- Process NOW
- Process AFTER DEGREE/GRADUATION DATE IS POSTED
- Process AFTER END OF SEMESTER GRADES ARE POSTED
- HOURS BEFORE 1984

- *If I was an Alamo Colleges student after 1984 and I have no transcript holds, I understand/accept my transcript will be mailed 5 - 7 business days after completed "Transcript Request" is received.*
- *If I was an Alamo Colleges student before 1984 and I have no transcript holds, I understand/accept my transcript will be mailed 7-10 business days after completed "Transcript Request" is received.*
- *I understand/accept the processing time for my request is generally a maximum of 10 business days.*
- *I understand during peak transcript request periods, processing time may be longer.*

STUDENT'S SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY			
RECEIVED BY:	PROCESSED BY:	NOT PROCESSED — INITIALS:	
DATE/TIME:	DATE/TIME:	DATE/TIME:	

PICK UP REQUIREMENTS:

- You must show an **official PHOTO ID**.
- In accordance with Family Education Rights and Privacy Act (FERPA) regulations, transcripts may **only be released to the student of record**. You may refer to the FERPA Consent Form for exceptions.