



# Transcript Request

## SOCIAL SECURITY NUMBER

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**ALLOW AT LEAST 3 DAYS TO PROCESS THE REQUEST**

Transcripts are not issued until all accounts with the college are paid.

PLEASE PRINT within the space below the name and address of the person you wish to receive the transcript. Transcripts are only sent at the request of the student.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Your Address: \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Today's Date \_\_\_\_\_

Last semester at TC \_\_\_\_\_

Signature \_\_\_\_\_

I would like my transcript: \_\_\_\_\_ Send now    \_\_\_\_\_ Hold for term grades    \_\_\_\_\_ Pick up    \_\_\_\_\_ Number of Copies

Used by A&R Staff

Counter/Paid	By	Date Entered	Date Send

### Transcript Request

- All request must be in writing by the student with the student's personal signature. Request by persons other than the student cannot be processed without the student's written permission (the student's personal signature). This requirement is necessary for Temple College to be in compliance with the federal law (The Family Educational Rights & Privacy Act, 1974).
- The social security number of the student is required to properly identify the student's file. If the social security number was not used while a student at Temple College, the student must provide their Temple College student ID number that was assigned.
- If you attended under any other name, please provide the former name. This will assist A&R in locating your documents in a timely manner.
- All financial and other obligations to the College must be cleared before transcripts are released.
- Please allow extra processing time during peak periods of end of term and commencement.
- **This form may be mailed to Temple College, Office of Admissions and Records, 2600 South First Street, Temple, TX 76504 or fax to A&R at 254-298-8288.**

\*You may request up to five (5) Official transcripts per academic year. After the fifth (5<sup>th</sup>) request the cost will be \$5.00 per official transcript.