

**FINAL TRANSCRIPT REQUEST FORM**

Today’s Date: \_November 10, 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_Harold Tate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_12/2/1980\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_216-214-6279\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Year Attended: \_\_2002\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you graduate? (circle one): YES NO Maiden/Former Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ CAREFULLY**

**I understand that:**

* **Transcripts are mailed after all obligations/dues are paid. Obligations/dues can be discharged if you can provide proof of payment or return of the item(s).**
* **Failure to submit a final transcript may result in the loss of collegiate financial aid and scholarships.**
* **Transcripts are not available immediately and may take 5-7 business days to process. Please note that this is an approximate time and older transcripts may take longer.**
* **Transcripts are free until the January immediately following graduation. After that, there is a $3 money order fee (no exceptions).**

Please send an official copy of my transcript to: Self College/University Employer Other

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

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Databases checked: \_\_\_\_\_ eSchool \_\_\_\_\_ DEC \_\_\_\_\_ Storage Room(s) \_\_\_\_ Other

Obligations owed: \_\_\_\_\_ Yes \_\_\_\_\_ No Amount Owed: \_\_\_\_\_\_\_\_\_\_

Student Advised: \_\_\_\_\_ Yes

Paid: \_\_\_\_\_Yes \_\_\_\_\_ No/Declined

Transcript status: \_\_\_\_\_ mailed \_\_\_\_\_ picked-up \_\_\_\_\_ on hold reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_