

Student ID Number (SID)

INTERNAL USE ONLY

REQUEST FOR OFFICIAL TRANSCRIPT

- Please fax requests to 360.473.2830. We are unable accept email or telephone requests. Outstanding
- debts to Olympic College must be paid before transcript requests are processed.
- Student must show photo ID to pick up transcripts in person. If a person other than the student will pick up transcripts for the student, that person must be named on this form and must show photo ID.
- Your request will be processed in three to five business days. **Transcripts are never FAXED.**

Student name and current address:
 Note: Window envelopes are used. Please print clearly

Name: _____ Former names _____

Address: _____ Birthdate: _____

City _____ State _____ ZIP _____ Telephone: _____

Email address _____ Attendance dates: _____

Receiver information

Send to: Boot Camp will pay for one copy. # of copies: _____

Additional copies must be paid for by the student and may be sent to another address

Send to: you desire. Fill in that address here. # of copies: _____

Ordering information

_____ Total number of official transcripts requested

_____ Send immediately

_____ # of additional transcript(s) sent to student

Do not mail—student will pick up

_____ Name of person designated to pick up, if other than yourself: _____

Wait until:

_____ Grades are posted: Sum Fall Win Spring

_____ Degree is posted: Sum Fall Win Spring

_____ Hold for grade change

Course title _____ QTR _____

Incorrect grade? _____ (for tracking)

Student signature (required): _____ **Date:** _____

Cost: \$7.25 per copy. Payment options: **1.** SUBMIT FORM WITH PAYMENT TO CASHIER. **2.** To use a credit card, complete the information below. Olympic College accepts MASTERCARD or VISA only. **3.** To pay by phone, have Student ID and call the Cashier at 360-475-7181.

Check one: MasterCard VISA

Credit card #: _____ Security code: _____ Expiration date: _____