

# TRANSCRIPT/RECORDS REQUEST FORM

Wilshire Records Office: 315 E. Wilshire Ave, Building 300, Fullerton, CA 92832 • Phone: (714) 992-9525 • Fax: (714) 992-9599

**STUDENT INFORMATION** - PLEASE PRINT CLEARLY *(providing the information below is important to ensure accurate transcripts)*

Student (Banner) ID Number	Social Security Number	Date of Birth (mm/dd/yyyy)
Name (Last, First, Middle)		E-mail address
Current Street Address		Apt/Unit Number
City	State	ZIP
Phone (     )	Former/Previous Name(s) Used:	

**REQUEST TYPE / PROGRAM INFORMATION**

**REQUEST TYPE**     Transcripts     Duplicate Program Certificate \$5.00 fee     Duplicate High School Diploma \$5.00 fee

*\*\*Certificates of individual course completion are no longer issued. Please request transcripts to show completion of individual courses.\*\**

<u>Program Completed</u>	<u>Date Completed</u>	<u>Program</u>	<u>Date</u>
<input type="checkbox"/> Administrative Assistant	_____	<input type="checkbox"/> Management	_____
<input type="checkbox"/> Early Childhood Education	_____	<input type="checkbox"/> Medical Assistant	_____
<input type="checkbox"/> ESL	_____	<input type="checkbox"/> Pharmacy Technician	_____
<input type="checkbox"/> High School Diploma	_____	<input type="checkbox"/> Other _____	_____

**NOTES:** \_\_\_\_\_

**Currently enrolled?**  No, please process     Yes, but please process anyway     Yes, hold for grades (Approx. 6 - 8 week delay after last day of term)

**PLEASE SEND A COPY OF MY TRANSCRIPT TO:**

Mail to address above

Mail to: Name/Institution (use a separate request for multiple addresses)

*If a third party address is provided, your signature below indicates consent to release records*

Street Address

City State ZIP

Call when ready for pick up at the Wilshire Records Office at number above or phone (     ) \_\_\_\_\_

**PAYMENT INFORMATION**

The first two (2) transcripts and/or enrollment verifications ever requested are FREE and each additional copy is \$5.00 <i>(plus rush processing fees, if applicable)</i> . Duplicate program certificates and/or diplomas are \$5.00 regardless of number of previous copies requested.	# of copies	Amount Due	Subtotal
Processing Time:	x	\$	
<input type="checkbox"/> Normal (Allow 10 working days for processing) <input type="checkbox"/> Rush* (Allow 2 working days for processing) <i>*Rush option is not available for records prior to 2001</i>		No fee for normal processing <b>RUSH \$10.00</b>	+ <i>Rush fee, if applicable</i>
<b>Total Due:</b>			\$

**STUDENT SIGNATURE REQUIRED FOR RELEASE OF RECORDS**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Processed by: \_\_\_\_\_

ID verified: \_\_\_\_\_ Mailed: \_\_\_\_\_ Called for pick up: \_\_\_\_\_

Payment:  N/A     Cash     Check # \_\_\_\_\_     Credit Card    Unable to process: \_\_\_\_\_