

STUDENT DEVELOPMENT TRANSCRIPT TRANSCRIPT REQUEST FORM



Please complete and return this form along with your payment to the
Office of Student Development (STCN-102).
For questions regarding your transcript request, please call (661) 362-3983

Fee information:

\$2.00 for each transcript ordered.

\$5.00 for each rush transcript ordered (processed in 2 business days)

Acceptable methods of payment: Cash or check (checks payable to "COCASG")

Please print clearly

NAME: _____

COC ID#: _____

ADDRESS: _____ **CITY, STATE, ZIP:** _____

TELEPHONE: _____

Signature for Release of Your Information: _____

_____ NUMBER OF COPIES (NOTE: Academic Transcripts are ordered at Admissions & Records)

If ordering a rush transcript, date transcript(s) needed by (rush transcripts processed in 2 business days): _____

METHOD OF DELIVERY: (Allow 2 weeks for pickup or delivery)

_____ I will pick up my transcript(s) from the Office of Student Development

_____ Please mail them directly to the addresses below

(PAYMENT MUST BE RECEIVED FIRST BEFORE TRANSCRIPTS WILL BE MAILED)

If you would have your Student Development Transcript mailed with your academic transcript, please take your copy(s) of your Student Development Transcript to Admissions & Records and attach your Student Development Transcript(s) to the academic transcript request form.

**Transcripts may or may not include your last semester of activity
depending on when you place your order for a transcript.**

Transcript #1:

CONTACT: _____

ADDRESS: _____

Transcript #2:

CONTACT: _____

ADDRESS: _____

Transcript #3:

CONTACT: _____

ADDRESS: _____

Transcript #4:

CONTACT: _____

ADDRESS: _____

Office Use Only

Date Received: _____

Payment Received? _____

Date Payment Received? _____

Amount Paid? _____

Date Picked Up: _____

Date Mailed: _____