



## 8th Semester/Final Transcript Request Form (SENIORS ONLY)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First (Please Print)

Number of Official Copies \_\_\_\_\_ Number of Unofficial Copies \_\_\_\_\_

Please list where you want your transcripts mailed to:

---

---

---

---

Transcripts will be mailed by July 1st of your senior year for your July 15th deadline.

Official transcripts are \$6.00/per copy  
Unofficial transcripts are \$1.00/per copy

Remember, that once your transcript has been mailed from the Post Office it is no longer the schools responsibility if a school did not receive your transcript. If you wish to mail your own transcript, please indicate that above, it will be your responsibility to pick up and mail your own transcript.

All transcript requests will be recorded with the Registrar in the main office.

Also, if you wish to have a transcript mailed to your home address, please list that in the space below.