TRANSCRIPT REQUEST FORM

Please PRINT clearly

C#/SSN: ____________________________ Email: ____________________________

Name: ____________________________________________ Former/Maiden: ____________________________

Address: ____________________________________________

City: ____________________________ State: _______ Zip: __________

Phone: (____)____________________ DOB: ____/____/_________

Last year attended: __________

Are you currently registered at CCC? □ Yes □ No

Purpose of request: □ Student/Personal □ College/University
□ Business □ Other: __________

Special requests: □ Send now □ Pick Up (Request must be submitted in person)
□ Hold until current grades post
□ Hold for change of grade/course forgiveness

PLEASE SELECT ONE METHOD

□ Mail _________ transcript(s) to:

Name/Organization: ____________________________________________

Address: ______________________________________________________

City: ____________________________ State: _______ Zip: __________

□ Send transcript electronically to:

Name/Organization: ____________________________________________

Email: _______________________________________________________

(Required if school is not part of eScrip-SAFE Network)

FEE:
No fee is required.

HOLDS:
Transcripts are WITHHELD for any student who owes the college money, property, or transcripts from other institutions.

TIME:
Transcript requests should be made at least TWO WEEKS before transcripts are needed.

DELIVERY:
Every attempt is made to properly mail transcripts but the college can assume no responsibility for final delivery.

TRANSCRIPTS FROM OTHER SCHOOLS:
Calhoun Community College is unable to release transcripts received from other colleges or universities. Additional copies must be obtained directly from the issuing institution.

ELECTRONIC TRANSCRIPTS:
Calhoun Community College sends official transcripts electronically through the eSCRIP-SAFE secure network.

Send completed request to:

Calhoun Community College
Attn: Admissions/Records
PO Box 2216
Decatur, AL 35609
OR
102B Wynn Dr NW
Huntsville, AL 35805
Fax: (256)306-2941

Scan & Email to: transcripts@calhoun.edu

FOR OFFICE USE ONLY

Date request received: ____________________________________________

Date request processed: ____________________________________________

Student Signature Date