



TRANSCRIPT REQUEST FORM

Cost: \$12.00 for each official copy requested \$7.00 for each unofficial copy.
(Cashier's check, money order, or credit card is accepted.)
NO PERSONAL CHECKS ARE ACCEPTABLE.

DATE REQUESTED: _____

LAST FIRST MIDDLE MAIDIEN SSN/STUDENT ID#:

ADDRESS _____ CITY/STATE & ZIP _____

DATE of BIRTH _____ PHONE # _____

GRADUATED? Y or N LAST DATE OF ATTENDED _____

SEND TRANSCRIPT TO: _____

FOR OFFICE USE ONLY

FINANCIAL AID CLEARANCE

YES _____ NO _____
DEFAULT LOAN _____
DATE _____ SIGNATURE _____

DATE _____ SIGNATURE _____

BUSINESS OFFICE CLEARANCE

YES _____ NO _____
AMOUNT PAID _____
DATE _____ SIGNATURE _____

DATE _____ SIGNATURE _____

Notice of Non-Discrimination

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is:

Texas College
Attn: Vice President of Academic Affairs/Compliance Officer
Office of Academic Affairs/Martin Hall 1st floor
2404 North Grand Avenue
Tyler, Texas 75702
(903)593-8311 ext. 2243 office
(903)526-4426 fax

Texas College
Attn: Director of Human Resources
Martin Hall, 1st floor
2404 North Grand Avenue
Tyler, Texas 75702
(903)593-8311 ext. 2201 office
(903)593-4277 fax