Use Blue or Black Ink

TAFT COLLEGE UNOFFICIAL TRANSCRIPT REQUEST FORM

Unofficial transcript orders received Monday through Friday are processed the following Thursday of each week.
(First one (1) lifetime request is free, thereafter; fees apply)

Regular - $4.00 fee per copy.

We do not process phone, fax or email requests due to student confidentiality.

1. CURRENT MAILING ADDRESS - PHONE NUMBER – OTHER NAMES USED

   Number & Street ________________________________

   (_______) _____________________________

   City _____________________________ State/Zip ____________

   Area Code _____________________________ Other Last Names Used ________________________________________

2. BIRTHDATE ________________________________

3. LAST ATTENDED ________________________________

4. STUDENT SIGNATURE ________________________________

5. TODAY’S DATE ________________________________

6. REGULAR SERVICE ONLY:

   Once transcript request is received and paid (if payment is due), Records Department will processed as regular service the following Wednesday to be sent by U.S. mail. (Pick-up option is not available.)

7. MAIL TRANSCRIPT(S) TO: Please provide the correct mailing address, including zip code. PRINT CLEARLY.

   Name______________________________________

   Number & Street______________________________

   State - Zip Code______________________________

   # of Copies: _____

Records Office use only

Date received: ___________ Cleared for Holds: ___________ Total fees due: ___________ Date paid: ___________