



STANDARD SERVICE

OFFICIAL TRANSCRIPT REQUEST

Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the student. The student's signature is required.

Date of Request: \_\_\_/\_\_\_/\_\_\_\_\_

Number of copies requested: \_\_\_\_\_

Form containing student information fields (ID, Name, Address, Telephone, Birthdate, Alias) and service options (Standard Service, When should transcript be processed?).

DATES OF ATTENDANCE AT CHABOT: From \_\_\_\_\_ (Term/Year) to \_\_\_\_\_ (Term/Year)

Send transcript to: (Please print complete name and address legibly.)

Blank lines for recipient name and address.

Signature of student authorizing release of transcript: \_\_\_\_\_ Date: \_\_\_\_\_

TRANSCRIPT PROCEDURES

- 1. STANDARD SERVICE: If you have previously requested two or more transcripts, a fee of \$3.00 for each copy must accompany this request.
2. PROCESSING TIME: Standard service requests take at least 10 business days to process upon receipt.
3. MAIL SERVICE: All transcripts are sent by regular 1st class mail through the U.S. Postal Service.
4. Transcripts will not be issued until all monetary holds or obligations (Library, Financial Aid, CLPCCD District Office, etc.) are cleared.
5. All transcripts not picked up within one month of request will be shredded.
6. Chabot College will send record of work completed at Chabot College and/or Las Positas College only.
7. If sending transcripts to different recipients, please submit a separate form for each transcript request.

Please mail this form with check or money order (if applicable)

or
submit in-person to:
Chabot College
ATTN: Transcript Request
25555 Hesperian Blvd.
Hayward, CA 94545

FOR OFFICE USE ONLY

Amount Paid \$ \_\_\_\_\_

Received By: \_\_\_\_\_

Date Sent: \_\_\_/\_\_\_/\_\_\_\_\_

NOTES: