



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: _____

<p>Student ID or Social Security Number: _____ - _____ - _____</p> <p>Name: _____ Last First Middle</p> <p>Street Address: _____</p> <p>City, State, ZIP: _____</p> <p>Telephone: _____</p> <p>Birthdate: ____ / ____ / _____</p> <p>Other name or alias: _____</p>	<p>TYPE OF SERVICE:</p> <p style="text-align: center;"><input type="checkbox"/> STANDARD <input type="checkbox"/> RUSH*</p> <p>WHEN SHOULD TRANSCRIPT BE PROCESSED? <i>(Please indicate semester.)</i></p> <p><input type="checkbox"/> Now (current semester, not awaiting grades)</p> <p><input type="checkbox"/> After final grades are recorded for _____ Semester</p> <p><input type="checkbox"/> After degree is recorded for _____ Semester</p> <p><input type="checkbox"/> After incompletes/grade changes are made for _____ Semester</p> <p>Special Instructions: _____</p> <p>_____</p>
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DATES OF ATTENDANCE AT CHABOT: From _____ (Term/Year) to _____ (Term/Year)

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

Signature of student authorizing release of transcript: _____ **Date:** _____

TRANSCRIPT PROCEDURES

1. **STANDARD SERVICE:** First 2 copies are free. All subsequent copies are \$3.00 per copy. Standard Service requests take 7 to 10 business days to process. Standard Service transcripts are NOT accepted via fax.
2. * **RUSH SERVICE:** \$10 for each transcript and the Rush Service will take at least 2 business days to process. Rush requests may be **faxed or mailed** to the Office of Admissions and Records. Rush Transcript Request for in-person pick-up must be submitted in-person only.
3. Transcripts will not be issued until all monetary holds or obligations (Library, Financial Aid, CLPCCD District Office, etc.) are cleared.
4. Chabot College will send record of work completed at Chabot College and/or Las Positas College only. Copies of transcripts from other institutions are NOT included. Transcripts from other institutions must be ordered from original school(s).
5. **Mail Service:** All transcripts are sent regular 1st class mail through the U.S. Postal Service. We do not provide Express/Overnight mailing service.
6. If sending transcripts to different recipients, please submit form for each transcript request.

<p>Please mail this form and payment (if applicable) or submit in-person to:</p> <p style="text-align: center;">Chabot College ATTN: Transcript Request 25555 Hesperian Blvd. Hayward, CA 94545</p>	<p style="text-align: center; background-color: black; color: white; padding: 2px;">RUSH SERVICE* ONLY</p> <p>Complete this section only if submitting rush service transcript request form via fax to (510) 723-7510.</p> <p>VISA or MASTERCARD # _____</p> <p>Expiration Date: _____</p> <p>I authorize Chabot College to charge my credit card for the following amount: \$ _____ signed: _____</p>
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FOR OFFICE USE ONLY

Amount Paid \$ _____ Received By: _____ Date Sent: ____ / ____ / _____