



South Suburban College

15800 S. State Street
South Holland, IL. 60473
Phone: 708-596-2000, ext. 2326 Fax: 708-225-5806

Request for Transcript of Academic Record

Fee \$5.00

Directions:

1. Please print with Black ink only
2. Please fill out one form for each address needed
3. If signature line is not completed, transcript will not be released
4. **Please keep in mind, ONLY COURSES WITH COMPLETED GRADES WILL APPEAR**
5. Fees must be paid with request before transcript can be released

Student Information: Student ID Number _____ - _____ - _____

Last Name First Name MI Other

Street Address City State Zip Code

Home Phone Alternate Phone

Official Transcript(s) Quantity: _____ **or/and Unofficial Transcript (FREE)** _____

How to send Transcript (please check all that apply):

- Now/Pick-up Mail Immediately
 Credit Non-Credit (Personal Interest Courses) Both (credit and non-credit)
 When degree/certificate has been posted _____ Send Placement Test Scores: Yes _____ No _____
 End of Current Term (after grades have been posted)

Signature (Authorizes release of information) Date

Mail To (Student is responsible for this information) or Mail to address listed above _____

If address is incorrect; requestor is responsible for payment of another transcript

Name of College/Institution Attention

Street Address City State Zip

Notice: the enclosed transcript of record is being forwarded on the condition that it cannot be released in whole or part to any other individual without the written consent of the individual to whom it pertains, in accordance with the Family Educational Rights and Privacy Act of 1974.

FOR OFFICE USE ONLY:

Money processed by _____ Date _____

Mailed \$5.00 _____ Pick-up \$5.00 _____ Certified \$8.00 _____ Other _____

\$20.00 to overnight which includes the price of transcript (PO Boxes are not eligible for this service) _____

Payment method: Check No.: _____ Credit: VISA MasterCard Discover

Credit Card Number: _____ Expiration Date: _____

Transcript printed by _____ Date _____