



Official Transcript Order Form

Registrar Office · 7390 South Sixth Street · Klamath Falls, OR 97603

Please complete this form if you wish to request a copy of your official transcript. The fee for each transcript requested is \$8 and can be paid at the cashier's window during normal business hours. You may request an official transcript electronically for a reduced fee of \$5.25 per transcript by visiting the National Student Clearing House website at <http://www.studentclearinghouse.org/> and then choose Order-Track-Verify.

Please note transcript processing time is 3-5 business days and KCC currently offers paper transcripts only.

Current Name:		Student ID#:	
	<i>Last First Middle</i>		
Name While Attending School:		DOB:	
	<i>Last First Middle</i>		
Current Mailing Address:		Update in School Records?	Yes ___ No ___
	<i>Street City State Zip</i>		
Personal Email Address:		Phone #:	
Delivery Options:	<input type="checkbox"/> Pick Up <input type="checkbox"/> Mail	Hold for Grades:	<input type="checkbox"/> No, Print Now <input type="checkbox"/> Yes, Hold For _____
Total # Requested:			Term Year

If Requesting Delivery by Mail, Complete Below:

Mail Transcript to (attach a separate sheet if necessary):	
1)	2)
Number of copies to this address:	Number of copies to this address:

Student Acknowledgement and Signature

I authorize Klamath Community College to release copy/copies of my transcript to the above.

Student Signature

Date

Return to Enrollment Services	
Received By: _____	Date _____
_____ Address Confirmed	
Processed By: _____	Date _____