Official Transcript Request

Registrar Office · Building 3 · 7390 South Sixth Street · Klamath Falls, OR 97603

Klamath Community College

Please complete this form if you wish to request a copy of your official transcript. The fee for each transcript requested is $8. You may request an official transcript electronically for a reduced fee of $5 per transcript by visiting the National Student Clearing House website at *http://www.studentclearinghouse.org/* and then choose Order-Track-Verify.

Please note when ordering electronically: Transcripts are $5 each per destination. For example, two transcripts sent to the same destination is $5 where two transcripts sent to separate destinations is $10. Transcript processing time is 3-5 business days.

Student Name:	Last Name	First Name	Student ID
Mailing Address:	Street Address	City/Town, State	Zip
Contact Info:	Email Address	Phone Number	DOB: mm/dd/yyyy

Deliver Options: ☐ Pick Up ☐ Mail **Hold for Grades:** ☐ No, print now ☐ Yes, hold for _____ _____ (Term / Year)

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

Office Use Only

Received By: _____ Date _____

☐ **Address Confirmed**

Revised July, 2016

Academic 2016-17