*****Print this form*****

TRANSCRIPT REQUEST FORM

***** FIRST TWO (2) COPIES OF YOUR OFFICIAL TRANSCRIPT ARE FREE *****

☐ ***Regular Service*** **($10.00 per copy)** ☐ ***Express Service*** **($15.00 per copy)**

Mail your request to:
Glendale Community College
Office of Admissions & Records
1500 North Verdugo Road
Glendale, CA 91208

STUDENT INFORMATION

GCC ID #: _____ **Date:** _____

Soc. Sec. #: _____ - _____ - _____ **Date of Birth: Month**____ **Day**_____ **Year**_____

Name: _____
Last, **First** **MI**

Previous Names Used: _____

Current Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Telephone number: ( ) _____**Email address:** _____

When did you first attend Glendale College? _____ Last attended: _____

Are you currently enrolled? ☐ Yes ☐No

If yes, do you want to wait for final semester grades? ☐ Yes ☐No
Hold for: ☐ Winter ☐ Spring ☐ Summer ☐ Fall

Send after grade change? ☐Yes ☐No

Send General Education Certification? ☐Yes ☐No
If yes, indicate which one you want sent.
(Certifications are mailed only to Universities.)
CSU BREADTH ☐
IGETC ☐

Express service does not apply to CSU BREADTH and IGETC certifications.

Number of copies requested: _____

Make checks payable to: Glendale Community College (G.C.C.)
Send Transcript to:

_____

_____

_____

1. Transcripts are not issued unless all outstanding obligations to Glendale Community College are cleared.
2. Only Glendale Community College transcripts will be issued. Transcripts from other schools must be ordered from original sources.
3. In accordance with the Federal Educational Rights and Privacy Act of 1974, student-written authorization is required to release any information.

Signature: _____
Transcripts will NOT be processed without student's signature.

Office Use Only

Date Transcript Sent: _____ Amount Paid/Received: _____

11/2011