



## Transcript Request Form

The first two (2) copies of your official transcript are **free** in your lifetime. Additional copies are \$10 each. Cash or check (payable to Glendale Community College) is accepted.

Email the signed form to: [ARDocs@glendale.edu](mailto:ARDocs@glendale.edu)

or

Mail your signed form and fees to:

Glendale Community College  
Office of Admissions and Records  
1500 North Verdugo Road  
Glendale, CA 91208

**Note:** With this form, we can send official transcripts by mail or electronically. However, we can only send electronic transcripts to institutions that are part of the eTranscript California system. To see which institutions participate, visit [eTranscript CA](#). For official transcripts sent electronically to an institution that is not part of eTranscript California system or an email address you must order through [Parchment](#) and pay by credit card. **Free transcripts are not available through Parchment.**

GCC Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Previous Name(s) Used: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Hold my request for the following (I understand this may delay the processing of my request):**

- Final grades       Degree at the end of the term       Grade change/Academic Renewal

If you are requesting general education (GE) certification, for which GE pattern?    IGETC       CSU Breadth

**Note:** Full IGETC certification can only be processed when all required courses are **completed**. See a GCC counselor with any questions.

Total Number of Transcripts Requested: \_\_\_\_\_

SEND TRANSCRIPT TO:
_____
_____
_____
_____

Only Glendale Community College transcripts will be issued. Transcripts from other schools must be ordered directly from them. In accordance with the Federal Educational Rights and Privacy Act of 1974, student-written authorization is required to release any information.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Transcripts will NOT be processed without student's signature**