



REQUEST AND AUTHORIZATION FOR RELEASE OF TRANSCRIPTS

FULL NAME (PRINT): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_
OTHER NAME(S) USED: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
STREET CITY ST ZIP
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_
EMAIL ADDRESS: \_\_\_\_\_

OFFICIAL TRANSCRIPT OR CERTIFICATE REPLACEMENT FEE: \$10

NUMBER OF COPIES: \_\_\_\_\_ AMOUNT ENCLOSED: \$ \_\_\_\_\_

- Hold at CE Center for me? Send by mail to address below: Other:

TRANSCRIPT/REPLACEMENT CERTIFICATES WILL BE READY NO LATER THAN (14) DAYS FROM REQUEST. PLEASE ALLOW AT LEAST 16 DAYS BY MAIL.
\*WE WILL NOTIFY YOU BY EMAIL WHEN YOUR TRANSCRIPT IS READY IF YOU ARE PICKING IT UP AT THE LJ CE CENTER.

COMPLETE ADDRESS WHERE TRANSCRIPT IS TO BE SENT:

NAME: \_\_\_\_\_
STREET: \_\_\_\_\_
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAIL REQUEST TO:
Brazosport College Community Education
Attn: Student Records
120 Circle Way, Ste. 2A
Lake Jackson, TX 77566

SPECIAL INSTRUCTIONS: \_\_\_\_\_

ARE YOU CURRENTLY IN GOOD FINANCIAL STANDING WITH BRAZOSPORT COLLEGE? YES ( ) NO ( )

(Are you on any financial holds either credit or non credit, which may include: promissory note payments, library fees, financial aid holds, business office holds)

Note: If you checked "YES" above, transcript or certificate cannot be released until all financial holds are clear.

Type of Transcript: Copy of Certificate for specific class: \_\_\_\_\_
Date class above taken: \_\_\_\_\_
Official CE Transcript (2005-present): \_\_\_\_\_

Student Signature

Today's Date

For internal use only:

Date Request Received: \_\_\_\_\_ Date Processed & Sent: \_\_\_\_\_
Employee Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_
Payment Method: \_\_\_\_\_
Registrar - Transcript Fee under Career/For Internal Use Only
Keep original in permanent folder.