



Transcript Request Form

A student's transcript cannot be issued or faxed to a third party unless written permission has been given to the Registrar's Office for release of this information, as allowed under the Family Educational Rights and Privacy Act (FERPA).

Transcript requests will not be honored if the student is indebted to the college. Any student aware of a "transcript hold" should contact the Business Office before submitting their transcript request.

To request a transcript, you can complete this form on your computer. When the form is complete, print it out, sign it and submit it to the Registrar's Office in person, by fax, via email or mail. Typed signatures will not be accepted. **Any requests not made in person will require a photocopy of the driver's license (or current Austin College ID) or another form of state or federal identification that matches the name of the requestor with a photograph.**

Location: Registrar's Office Administration Building; Business Hours: 8:30 am - 5:00 pm, Monday - Friday
Phone: 903-813-2371
Address: Registrar's Office, Austin College, 900 North Grand Ave, Suite 6R, Sherman, TX 75090
Email: registrar@austincollege.edu
Fax: 903-813-2378

NAME (First, Last)

AC ID# or SSN#

If you attended AC under a different name, please specify below:

DATES OF ATTENDANCE AT AUSTIN COLLEGE: MM/YY to MM/YY

OPTIONS AND INSTRUCTIONS

Mail Official Copy of the transcript to:

Recipient Name:

Street Address

Number of copies	Separate Sealed Envelope*	City, State, Zip
	Yes	
	No	

* Check on the preferences of your recipient. Some recipients require that official transcripts come in a separate sealed envelope enclosed in a mailing envelope to preserve confidentiality and authenticity. Also, some students will have several copies of their transcripts mailed to them in sealed envelopes to include with applications or other materials being submitted to a source if permissible by that recipient.

Fax an unofficial copy of the transcript to:

Recipient Name:

Fax Number (555) 555 - 5555

Only one copy of the transcript, front and back and a cover sheet, will be transmitted to the fax above.

Email an unofficial copy of the transcript to:**

Recipient Name:

Email Address

Only one scanned copy of the transcript, front and back, will be transmitted to the email above.

**Current AC students can access a copy of the unofficial transcript via WebHopper and should utilize that method of acquiring a copy for their own use. Current students should also utilize WebHopper Request Form rather than the paper form whenever possible. It is also important to note that email is not considered a secure form for transmitting confidential data, so the Registrar's Office prefers to avoid this method of transmission. For secure electronic delivery of a transcript, we recommend that students utilize the National Student Clearinghouse method posted on the Registrar's web site under Transcript Requests.

If the Registrar's Office needs to contact me during their normal business hours, please contact me at the phone number or email address provided below: (555) 555-5555 or username@provider.com

I give the Registrar's Office at Austin College my permission to release my Austin College transcripts to the recipients above. This request is situation-specific and is not granted beyond this administration.

Signature

Date