Sign this form and fax with credit card payment to (714)241-6365; - or - Mail with payment to
Military Contract Education - Coastline Community College, 11460 Warner Ave, Fountain Valley, CA 92708-2597

OFFICIAL TRANSCRIPT REQUEST

COASTLINE COMMUNITY COLLEGE • 11460 Warner Avenue, Fountain Valley, CA 92708-2597 • Ph: (714) 241-6168

1. NAME - *PLEASE PRINT*

_____
Last First Middle

2. OTHER NAMES USED

_____
_____

3. CCC OLD I.D. NUMBER *(Prior to 1989)*

_____

4. ADDRESS

_____
Number and Street Apt. No.

_____
City State Zip Code

5. BIRTHDATE

_____
Mo. Day Yr.

6. SOCIAL SECURITY #

___ — ___ — _____

7. PHONE NO.

(_____) _____

8. LAST YEAR ATTENDED
(Approximately)
Semester _____ **Year** ____

9. STUDENT'S SIGNATURE

_____
Signature Authorizes Release of Records

10. TODAY'S DATE

_____

11. NUMBER OF COPIES

_____

12. SEND TRANSCRIPTS: (The first two transcripts are free.)

☐ NOW *(allow 10 working days)* —$3 per copy ☐ Student copy—$3 per copy

☐ WITH Final Grades, Semester _____$3 per copy
(accepted two weeks or less prior to the end of the semester)

☐ RUSH (PICK-UP)—$5 additional charge per copy *(pick-up after 24 hours)*
Note: Copy will be destroyed after 60 working days.

☐ With General Education Certification or IGETC, *(complete #14)*

13. HOLD FOR CHANGES: *(Changes will delay mailing)*

☐ Academic Renewal ☐ AA/Certificate Posting

☐ Grade Change ☐ Repeat/Delete

Semester _____ Year _____

Course No. and Title _____

14. GENERAL EDUCATION CERTIFICATION ***(Coastline Community College will certify only once.)*** **This service is only used when you are ready to transfer to a participating four-year university.**

☐ CSU (General Education Certification)
Note: *Pass along will be processed upon completion of 12 units at CCC.

☐ IGETC (Intersegmental General Education Transfer Core)
Note: CCC must be your last community college attended.

COMPLETE FOR IGETC OR CSU GEC

1. Is this your last community college attended? Yes____ No __
2. Are you using high school records to fulfill IGETC requirements? Yes* ___ No __
3. Have you attended other colleges/universities? Yes* ___ No __

*If yes, list *all other* colleges/universities attended for pass along certification (if applies):

_____
_____

**Official transcript must be on file at Coastline Community College.

MAIL TO:

STUDENT IS RESPONSIBLE FOR COMPLETE MAILING ADDRESS. PLEASE PRINT LEGIBLY FOR USE IN WINDOW ENVELOPE. DO NOT ABBREVIATE SCHOOL NAMES.

_____
_____
_____

OFFICE USE ONLY

DATE: _____ BY: _____

ID: _____ PAID: _____

COMMENTS:

METHOD OF PAYMENT: ☐Check ☐Money Order Credit Card: ☐VISA ☐MasterCard ☐Discover

Credit Card No.		Exp.Date:		Billing Zip	

Authorizing Signature_____ Date_____

Yellow • Transcript White • CCC Pink • Student Copy

April/06 SS2: 4235.2