

# Official Transcript Request

If you attended Folsom Lake College prior to Summer 2003, coursework will be on your Cosumnes River College transcript. You must order your transcript through each individual college that you attended in Los Rios.

**Student Information**

Student ID Number: \_\_\_\_\_ SSN (If Student ID Number not known): \_\_\_\_\_

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

Birth Date: \_\_\_\_\_ Years attended: \_\_\_\_\_ to \_\_\_\_\_  
(YYYY) (YYYY)

Current Address: \_\_\_\_\_  
Street City State ZIP Code

**Contact Information**

Telephone: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

**Basic Order Information**

Have you previously requested 2 or more transcripts? Yes \_\_\_\_\_ No \_\_\_\_\_

Normal Processing:  Deliver to Recipient  Pick Up \* Number of Copies: \_\_\_\_\_  
\$5.00 per copy after first 2 free.

\*If applicable, I authorize the following person to pick-up my transcript (s): \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_

**Recipient 1** Number of Copies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recipient 2** Number of Copies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**FOR OFFICE USE ONLY:**  NO CHARGE  PAID: AMOUNT: \_\_\_\_\_ STAFF INITIALS/DATE: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_ Date Mailed/Pick Up: \_\_\_\_\_ Sent Electronically: \_\_\_\_\_