



REQUEST FOR OFFICIAL TRANSCRIPTS

Transcript Service Policy:

1. Official transcripts are \$10.00 each. Fees must be paid prior to the release of transcripts.
2. Transcripts will not be issued if any obligations are due to Central Arizona College.
3. All requests must bear the students signature (*in accordance with FERPA*).
4. Official transcripts will not be faxed as they must bear a secure seal from the Office of the Registrar.
5. Hand delivered/In-person transcript requests will be mailed to the indicated recipient via first class US mail within 10 business days after the request has been received in our office.
6. Pick up requests will be mailed after 72 hours schedule pick up.

STUDENT INFORMATION

Name: _____
Last First Middle

Previous Name(s): _____

CAC ID#: _____ -- _____ -- _____ Date of Birth: _____ / _____ / _____

Home Phone No: (_____) _____ Cell Number: (_____) _____

Mailing Address/P.O. Box: _____

City, State, Zip: _____

Dates Attended: _____

REQUEST

QUANTITY: _____ **HOLD FOR GRADES/DEGREE:** _____

Central Arizona College will mail the transcript(s) to the following address:

Institution or Company: _____

Attention: Person/Department: _____

Mailing Address: _____

City, State, Zip: _____

Student Signature: _____ **Date:** _____

Central Arizona College
Records and Admissions Office
8470 N. Overfield Rd
Coolidge, AZ 85128
Phone: 520.494.5260 Fax: 520.494.5083