



Clatsop Community College

Transcript Request

This form is for requesting Official College Transcripts

For Official Use Only

<input type="checkbox"/> Holds Cleared
<input type="checkbox"/> Transcript Fees Paid
Address change: Y <input type="checkbox"/> N <input type="checkbox"/>
Employee Initials: _____
Date: _____

PLEASE NOTE– Transcripts will not be released if:

1. There is a hold on your student record (financial or otherwise).
 2. The **\$5.00 per transcript** processing fee has not been paid.
- Please allow **15 business days** to process your request.

GED transcripts available at: www.gedtestingservice.com/testers/gedrequest-a-transcript

_____		_____		_____	
CCC Student ID/Social Security Number		Date of Attendance		Degree	
_____		_____		_____	
Last Name (At the time of your attendance)		First Name		M.I.	
_____		_____		_____	
_____		_____		_____	
Mailing Address		City		State	
_____		_____		_____	
_____		_____		_____	
Telephone		Email		_____	

When do you want your transcript processed? (Please check one)

- Immediately
- Hold for Final Grades (Will be processed after grades are finalized)
- Hold for Degree (Please check this if you have just graduated, so that your degree will be included)

Print clearly, in the space below, the complete name and address of where you want your transcript sent.

Check this box if transcript mailing address is the same as above

MAILING INFORMATION: PLEASE PRINT CLEARLY (a separate request form is required for each recipient)

Institution Name:
Contact/Dept. Name:
Mailing Address:
City, State, Zip

Payment Information

- Make check/ Money Order payable to: Clatsop Community College
- Cash
- Visa/MasterCard Discover # _____ Expiration _____ CVV# _____

If further information is needed we will contact you. If you request to pick up your transcript and you do not, we will retain your forms and/or transcripts for 30 days.

You must sign this form before your request may be processed.

Student Signature

Date

Submit completed form:

In person: Student Services Welcome Center, Columbia 109 ♦ (503) 338-2411

Mail: Welcome Center, Clatsop Community College, 1651 Lexington Ave, Astoria, OR 97103

Email: registration@clatsopcc.edu

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Leslie Hall, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, lhall@clatsopcc.edu(link sends e-mail) 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Lisa Deneen, is located in Towler Hall, Suite 312B, ldeneen@clatsopcc.edu(link sends e-mail) 503-338-2474.

Accommodations

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu(link sends e-mail) Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Leslie Hall, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110, lhall@clatsopcc.edu(link sends e-mail) número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. El Coordinador de la Título II/Sección 504, Lisa Deneen, se encuentra en Towler Hall, numero 312B, ldeneen@clatsopcc.edu(link sends e-mail) número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu(link sends e-mail) número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.