



Transcript Request

Please allow 15 business days to process your request.

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: _____

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.

_____ CCC Student ID# (Optional)

_____ Date of Attendance (If before 2010)

_____ Last Name (At the time of attendance)	_____ First Name	_____ M.I.	_____ Date of Birth
---	------------------	------------	---------------------

_____ Mailing Address	_____ City	_____ State	_____ Zip
-----------------------	------------	-------------	-----------

_____ 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

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

You must sign this form before your request can be processed. Use Adobe for Electronic Signature

_____ Signature

_____ Date

Payment Information *This portion will be securely shredded*

- 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 or your card is declined, we will retain your forms and/or transcripts for 30 days.

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 Desiree Noah, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 103, dnoah@clatsopcc.edu 503-338- 2450; TDD 503-338-2468. The Director of Student Access Services, Mallory Vollner, is in Columbia Hall, Suite 111, mvollner@clatsopcc.edu 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, Lower Library Suite 110, jzahn@clatsopcc.edu 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 discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Desiree Noah, Oficial de Acción Afirmativa / Título IX localizado en Library número 103 dnoah@clatsopcc.edu número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. Director de Servicios de acceso para estudiantes, Mallory Vollner, se encuentra en Columbia Hall, numero 111, mvollner@clatsopcc.edu 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 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.