



**OFFICIAL
TRANSCRIPT REQUEST**

Fax: (318) 678-6390

**For the protection of our students, official transcripts are sent with only
last 4 digits of the student's Social Security Number and the month/date of birth only.**

STUDENT ID NUMBER OR SSN	DATE OF BIRTH	SENDING PRIORITY
		Immediately After grades After degree

LEGAL NAME						
PRIOR/MAIDEN NAMES						
MAILING ADDRESS						
CITY		STATE		ZIP		
TELEPHONE		EMAIL ADDRESS				

DID YOU GRADUATE FROM BPCC? Yes No

HOW WOULD YOU LIKE YOUR TRANSCRIPT PREPARED?

1.	MAIL to Address Above	Yes	No	# of Transcripts Requested:
2.	EMAIL to me at: _____	Yes	No	# of Transcripts requested:
3.	Hold Transcript for Pick Up (in 1 – 2 business days) <i>(a valid picture ID or FERPA code must be present before transcript will be released)</i> Name of Person Authorized to Pick up Transcript <i>(Other than Student)</i> : _____	Yes	No	# of Transcripts requested:
4.	MAIL / EMAIL to the Institution(s) Listed Below <i>Transcripts can be sent electronically, however, if no email address is provided below and the institution does not have credentials in the electronic transcript system, the transcript will be mailed.</i>	Yes	No	# of Transcripts requested:

1.	COMPLETE INSTITUTION NAME					
	ATTENTION TO OFFICE OR INDIVIDUAL					
	ADDRESS or EMAIL ADDRESS					
	CITY		STATE		ZIP	
2.	COMPLETE INSTITUTION NAME					
	ATTENTION TO OFFICE OR INDIVIDUAL					
	ADDRESS or EMAIL ADDRESS					
	CITY		STATE		ZIP	

AUTHORIZATION AND DISCLAIMER

I understand that it is my responsibility to provide the complete address for the mailing address. Institution address with incomplete information will be sent to the address BPCC has on record if available.

I understand that transcripts will not be sent if I have an active transcript hold; such as missing admissions documents for example proof of immunizations, official college transcripts, high school transcripts, GED scores, proof of registration with the Selective Service System (males), a debt owed to BPCC by the student or other issues.

Signature: _____ Date: _____