

**FIRST Name:** \_\_\_\_\_

**LAST Name:** \_\_\_\_\_

**STUDENT INFORMATION**

<b>VWCC EmplID</b>	
<b>High School Graduation Date</b>	
<b>Birthdate</b>	
<b>Phone Number</b>	
<b>Street Address</b>	
<b>City, State, Zip</b>	

**TRANSCRIPT REQUEST INFORMATION**

Request an *Official* transcript sent to the college below:

<b>Name of College</b>	
<b>Office/Department</b>	
<b>Address</b>	
<b>City</b>	
<b>Zip:</b>	

**PLEASE SEND MY RECORDS:**

- As soon as possible
- At end of current semester when grades are available

Request an *Unofficial* transcript to be sent to the student

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Every effort will be made to mail the transcript within 5 business days of dual grades being processed. This time may vary based on the entry of dual enrollment grades at each high school.
- Please Note: Once your transcript has been processed, you will receive notification thru Message Center in your MyVWCC Account.

**TRANSCRIPT REQUEST INFORMATION**

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Student Name: \_\_\_\_\_

Request an *Official* transcript to be sent to:

<b>Name of College or Organization</b>		
<b>Office / Department</b>		
<b>Address</b>		
<b>City</b>		
<b>State / Zip</b>	State:	Zip:

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