

# Transcript Request Form

Submit to CMCS Guidance Office

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Send \_\_\_\_\_ copy/copies to: \_\_\_\_\_ Send \_\_\_\_\_ copy/copies to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(Federal Law [FERPA] requires your signature to process any release of records. Forms without a signature will not be processed)

CMCS provides 3 free transcripts to current students. After that, and as an alumnus, there will be a \$5 charge for each official transcript processed (cash, check, or money order). An additional \$5 fee is required for transcripts mailed internationally.

**For Guidance use only:** Date Processed \_\_\_\_\_ Active/Alumni

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