

OFFICIAL TRANSCRIPT REQUEST FORM

MONTH / DAY / YEAR

DATE OF REQUEST

STUDENT INFORMATION (PLEASE PRINT NEATLY):

XXX-XX-

SOCIAL SECURITY NUMBER

MONTH / DAY / YEAR

DATE OF BIRTH

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME (if applicable)

PHONE NUMBER (For Credit Card Payments)

MAILING ADDRESS

CITY

STATE

ZIP CODE

TRANSCRIPT INFORMATION

NUMBER OF TRANSCRIPTS REQUESTED: _____

MAIL TO MY HOME ADDRESS (LISTED ABOVE)

MAIL TO AN ALTERNATE ADDRESS:

PLEASE USE BACK OF PAGE FOR MULTIPLE
LOCATION REQUESTS

I WILL PICK MY TRANSCRIPT(S) UP AT THE FSE HEADQUARTERS OFFICE IN SACRAMENTO.

SIGNATURE: _____

FOR OFFICE USE ONLY:

AMOUNT DUE : _____

AMOUNT PAID : _____

CASH CHECK # _____

CREDIT MO # _____

DATE RECEIVED : _____

COHORT YEAR & LOCATION : _____

STUDENT STATUS : ACTIVE PRE-SERVICE

DROPPED GRADUATED

DATE OF DROP OR GRAD : _____

DATE TRANSCRIPT SENT : _____

A \$10.00 PROCESSING FEE PER TRANSCRIPT IS DUE AT THE TIME OF THE TRANSCRIPT REQUEST.
 TRANSCRIPTS ARE PROCESSED EVERY FRIDAY. RUSH ORDERS ARE AVAILABLE FOR AN ADDITIONAL \$10.00 FLAT FEE.
 FSE ACCEPTS CASH, CHECK, MONEY ORDER, CASHIER'S CHECK, OR CREDIT CARD.
 PLEASE MAKE ALL CHECKS/MONEY ORDERS OUT TO **FORTUNE SCHOOL OF EDUCATION.**