



TRANSCRIPT REQUEST FORM

360 Santa Barbara Blvd. North
Cape Coral, FL 33993

Instructions for processing your transcript request (Please print clearly in blue or black ink.):

- ✓ Your transcripts will not be released if there are outstanding obligations to the School.
- ✓ All transcripts are sent by mail or available for pick up
- ✓ A separate request form is required for each address you wish the transcript to be sent.
- ✓ Please allow three (3) business days for your request to be processed.
- ✓ You must have photo identification (driver license or student ID card) when picking up transcript(s) at the counter.

Mail-in transcript requests: Mail your request along with a money order or check for the transcript fee (**\$5 per copy**) made payable to Cape Coral Technical College, attention Registrar to the address listed above.

Hand delivered transcript requests: Pay the transcript fee (**\$5.00 per copy**) at the Cashier's Office along with form. Allow three (3) business days for request to be processed.

Student ID number: _____ Number of copies requested: _____

Student Name: _____ Former Names: _____

Student Signature: _____ Request Date: _____

Date of Birth: _____ Year Attended: _____ Phone: () _____

Current Address: _____
(Street or PO Box) (City) (State/Zip)

SPECIAL INSTRUCTIONS:

- Send transcript
- For pick up

SEND TRANSCRIPT TO:

Office/Person: _____

College/Organization: _____

Address: _____

City: _____

State or Province: _____

ZIP or Postal Code: _____

For Office Use Only:

Processed by: _____ **Date:** _____ **Payment Method:** _____

Your transcript is not being released for the following reason(s):

- Financial obligation to the School, please call the Bookkeeper's Office for further assistance.
- Other obligations to the School, please call Student Services for further assistance.

Please resubmit your request after you have satisfied your obligation to the School. Thank you