



360 Santa Barbara Blvd N, Cape Coral, FL 33993
Phone: 239-574-4440
Fax: 239-458-3721

TRANSCRIPT REQUEST FORM

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: _____

Email Address: _____ Program(s) Attended: _____

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

SPECIAL INSTRUCTIONS:

- Send transcript
- For pick up

SEND TRANSCRIPT TO:

College/Organization: _____
 Office/Person: _____
 Address: _____
 City: _____
 State or Province: _____
 ZIP or Postal Code: _____

For Office Use Only:

Processed by: _____ Date: _____ Payment Method: _____

Your transcript(s) 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

Date Completed: _____ Initials: _____