



EL CAMINO COMMUNITY COLLEGE DISTRICT – 16007 CRENSHAW BLVD., TORRANCE, CA 90506

OFFICIAL TRANSCRIPT REQUEST

(For Official Transcript Only)

Dates Attended at El Camino

From To

Student I.D. # or Social Security #

Birth Date:

STUDENT'S NAME (PLEASE PRINT CLEARLY)

Last First M.I.

Number Street Apt. No.

City State Zip

TELEPHONE NUMBER:

FORMER NAMES: (i.e., Maiden Name)

PLEASE FILL OUT BELOW ONLY IF YOU WANT YOUR TRANSCRIPT TO BE MAILED OUT.

Name of School

Number Street

City State Zip

NUMBER OF COPIES TO THIS ADDRESS

TODAY'S DATE:

FIRST TWO TRANSCRIPTS ARE FREE (OFFICIAL OR UNOFFICIAL). THEREAFTER, THERE WILL BE A CHARGE FOR EACH COPY REQUESTED.

CHECK ONE: HOLD FOR:

AFTER DEGREE IS POSTED

AFTER FINAL GRADES ARE POSTED

I would like my transcripts to be mailed out within 7 working days. (\$5.00 per copy) (LIST ADDRESSES BELOW)

I would like my transcripts to be mailed out the next working day, by regular mail. (\$8.00 per copy) (LIST ADDRESS BELOW) (May only be requested in person)

I would like to Pick Up my transcripts. (Ready next working day after 1:00) (\$8.00 per copy) (NO ADDRESS NEEDED) (May only be requested in person)

Number of copies

(IF PAYING BY CHECK INCLUDE STUDENT I.D. #)

In accordance with the Family Educational Rights and Privacy Act of 1974, this transcript cannot be released to any other party without written consent of the student concerned.

Student's Signature

Name of School

Number

Street

City

State

Zip

NUMBER OF COPIES TO THIS ADDRESS

LIST ADDITIONAL SCHOOLS ON REVERSE SIDE AND PUT "X" IN BOX

OVER

TRANSCRIPT POLICIES

1. Transcripts may not be issued if a student has outstanding fees or holds with the College.
2. Only courses taken at El Camino College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded.
3. Please allow seven working days for processing. More time will be required at the end of sessions and if problems have developed around missing grades or changes of grades.
4. Test scores are not a part of the transcript. Test scores must be requested from the appropriate testing company.
5. **Hand carries are held for 30 days only. If not picked up within that time, the transcript will be shredded.**
6. Hand carries may only be picked up at the Torrance campus.
7. Separate forms must be used if requesting both hand carries and mailed transcripts.

LIST ADDITIONAL COLLEGES BELOW:

2/03; 5/06; 9/08;6/09; 12/09 *en*