



COMPTON COLLEGE
OFFICIAL TRANSCRIPT REQUEST

TODAY'S DATE: _____

NAME and MAILING ADDRESS

Last First M.I.
Number Street Apt. No.
City State Zip

Did you attend before June 8, 2019 ___ Yes ___ No
If yes, then transcripts must be order at El Camino College

Compton Student I.D. # _____
Birth Date: ____ / ____ / ____
Telephone Number: (____) _____
Email address: _____
Former Name(s): _____
(i.e., Maiden Name)

FIRST TWO OFFICIAL TRANSCRIPTS ARE FREE.
AFTERWORDS, THERE WILL BE A CHARGE FOR EACH COPY.

REQUEST TO HOLD TRANSCRIPT (IF APPLICABLE):

_____ AFTER DEGREE IS POSTED
_____ AFTER FINAL GRADES ARE POSTED

NUMBER OF TRANSCRIPTS REQUESTED: _____
\$6.00 per copy = \$ _____ (Total Cost)

METHOD OF DELIVERY

_____ Mail out to:
 Home address listed
 Other address (provided below)

Transcripts will be mailed 3 - 4 weeks after the end of the term.

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

FILL OUT ONLY IF TRANSCRIPT IS TO BE MAILED

Name or Name of School
Attention:
Number Street
City State Zip

Name or Name of School
Attention:
Number Street
City State Zip

NUMBER OF COPIES TO THIS ADDRESS []

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TRANSCRIPT POLICIES

1. Transcripts may not be issued if a student has outstanding fees or holds with the College.
 2. Only courses taken at Compton College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded.
 3. More time will be required at the end of sessions and if problems have developed around missing grades or changes of grades.
 4. **Transcripts to be picked up are held for 30 days only. If not picked up within that time, the transcripts will be shredded.**
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Office Use Only

Received By: _____

Date Processed: _____

Not Processed

___ Student Not Found

___ Records Don't Match

___ Other: _____