OFFICIAL TRANSCRIPT REQUEST

*Please Print Legibly – Forms not completed with current/valid information will **NOT** be processed.*

Central Wyoming College

Student's Full Name: _____

IMPORTANT: Name changes cannot be submitted via this form. All name changes must be submitted on the Name Change Request form with Social Security card.

Name(s) While Attending: _____
If different from above

CWC ID # or Social Security #: _____ **Birth Date:** _____ / _____ / _____

_____
Current Mailing Address: Street or PO Box City State Zip

Home Phone: (_____) _____ **Cell Phone:** (_____) _____

Email: _____ **Currently Enrolled /CWC:** ☐ YES ☐ NO

? Do Not process till current grades post: ☐ Do Not process till degree posts: ☐

1st REQUEST **How Many transcripts:** _____	☐ They will be Picked Up: Date: _____ Time: _____ *Name & Relationship of Person Picking up:_____ *Anyone picking up an Official Transcript must present a current photo ID ☐ Fax Number: _____ Be sure the receiver accepts faxed transcripts as official Attention To:_____ ☐ Mail to address below: **DO NOT ABBREVIATE** Name:_____ Address or PO Box:_____ City / State / Zip:_____
2nd REQUEST **How Many transcripts:** _____	☐ They will be Picked Up: Date: _____ Time: _____ *Name & Relationship of Person Picking up:_____ *Anyone picking up an Official Transcript must present a current photo ID ☐ Fax Number: _____ Be sure the receiver accepts faxed transcripts as official Attention To:_____ ☐ Mail to address below: **DO NOT ABBREVIATE** Name:_____ Address or PO Box:_____ City / State / Zip:_____

IMPORTANT INFORMATION: PLEASE READ & SIGN AT THE BOTTOM

- Student records are confidential, and transcripts are issued only at the written request of the student. Telephone requests are not accepted.
- All requests **must** include the student's signature.
- **A transcript cannot be released until all financial obligations to the college have been cleared.**
- A transcript is a complete copy of the student's academic record. **Official** transcripts bear the College seal and the signature of the Registrar. If a transcript is sent directly to a student, to remain official, the envelope should remain unopened.
- Central Wyoming College is unable to release transcripts received from other colleges or universities. Additional copies must be obtained directly from the issuing institution.
- If needing more than 2 requests, please use additional forms.

Send completed form to:

Central Wyoming College
Registration & Records
2660 Peck Ave
Riverton, WY 82501

FAX: (307) 855-2092
Email: Records@cwc.edu

FOR RECORDS OFFICE USE ONLY

Rcd by: _____
Hold: No Yes - Type: _____
Input Initials: _____
Processed Initials: _____
Date: _____

Student Signature: ***Student signature is required for release of transcript.*** **Date:**

10/14 kmw