

Student ID#: (if known) _____

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Any Previous Names: _____

Date of Birth: _____ **Last 4 Digits of Social Security Number:** _____

Best Telephone Number for Contact: _____

Email Address: _____

(Specify Delivery Method) Mail Unofficial Transcript: _____ **Email Unofficial Transcript:** _____

- Unofficial transcripts are provided free of charge and mailed or emailed only to the student as long as there are no unmet obligations to the College.
- Unofficial transcripts will be mailed or emailed within 5 business days to the student address provided and cannot be faxed.
- Records prior to 1993 may take up to 10 business days to process prior to mailing.

In accordance with the Family Educational Rights Privacy Act of 1974 (FERPA), **I authorize, with my signature,** the release of my student records as well as authorize CCCC to update my Directory Information.

Signature Required: _____ **Date:** _____

(Physical signature or digital signature only)