



TRANSCRIPT REQUEST

<input type="checkbox"/> Official	<input type="checkbox"/> Unofficial
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Instructions: Complete boxes 1: Student Information and 2: Mailing Information boxes below. Please print or type. Submit the completed form to the Records Department located in Student Services. You may submit the form in person, or via mail, email or fax. If mailed, include payment in the form of a check. If faxed or emailed, contact the Business Office to make payment over the phone. You may also pay on the Student Portal.

Transcripts will be ready for pick up or mailing within 3 – 5 days. Transcripts will not be released to students who have not met their financial obligations to the College, or who have failed to return library materials, or to graduates who have not yet provided all graduate documents.

Mailing Address:	Mt. Sierra College Attn: Transcript Request 800 Royal Oaks Drive, Suite 101 Monrovia, CA 91016	Fee: \$5.00 per Official transcript Fax: (626) 359-5528 Records Office: (626) 873-2150 Student Finance: (626) 873-2111
Email:	records@mtsierra.edu	

1) Student Information (Please print clearly)

Date Requested:

Name	SID or SSN:
Address	Last Date Attended (year only):
City State Zip Code	Order Quantity:
Phone Email	Signature:
Indicate delivery/pick up here: <input type="checkbox"/> MAIL <input type="checkbox"/> HOLD FOR PICKUP <input type="checkbox"/> EMAIL (For Unofficial Only)	
If you select "Hold for Pickup", the transcript will be prepared and held in the Registrar's Office pending pickup. Transcripts cannot be released to a third party without your written, signed consent.	

2) Mailing Address, if different (Please print clearly-THIS IS A MAILING LABEL):

Name
Address
City State Zip Code

Mt. Sierra College has released this transcript in compliance with the Family Educational Rights and Privacy Act of 1974. Information contained in these records may not be released to a third party without written consent of the student. Transcript official only when signed, dated and college seal affixed.

Office Use Only:

Date Received: _____	Received By: _____	Amount Paid: _____
Clear for release: <input type="checkbox"/> Yes <input type="checkbox"/> No	By: _____	Date: _____
Prepared by: _____	Date Prepared: _____	
	Date Mailed: _____	