

**TRANSCRIPT REQUEST**    OFFICIAL    UNOFFICIAL

**Instructions:**

Complete boxes 1: Student Information and 2: Mailing Information boxes below. Please print or type. Submit the completed form to the Records Department. You may submit the form in person, or via mail, or email. If mailed, include payment in the form of a check. If 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      Fee: \$5.00 per Official Transcript  
 Attn: Transcript Request  
 800 Royal Oaks Dr., Ste. 101      Records Office: 626.873.2150  
 Monrovia, CA 91016      Business Office: 626.873.2135

# BOX 1 STUDENT INFORMATION

LAST NAME			FIRST NAME			MIDDLE NAME		
ADDRESS						EMAIL ADDRESS		
CITY		STATE		ZIP		PHONE NUMBER		
SID OR SSN		LAST YEAR OF ATTENDANCE			ORDER QUANTITY		DATE REQUESTED	
INDICATE DELIVERY OR PICK UP:			<input type="checkbox"/> MAIL		<input type="checkbox"/> HOLD OF PICKUP		<input type="checkbox"/> EMAIL (FOR UNOFFICIAL ONLY)	
SIGNATURE							DATE	

# BOX 2 MAILING ADDRESS (if different)

FULL NAME		
ADDRESS		
CITY		STATE
		ZIP

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	

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