



# Request for transcripts

Mail to Records Office, P.O. Box 227 Gadsden AL 35902;  
email signed form to [records@gadsdenstate.edu](mailto:records@gadsdenstate.edu); or Fax  
signed form to 256.549.8466

Name \_\_\_\_\_ Any Previous Names: \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_  
Student Number OR Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Dates of last attendance \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## **SEND \_\_\_\_\_ COPY /COPIES OF MY TRANSCRIPT TO:**

Issue to Institution/Organization(s):  
\_\_\_\_\_

Address:  
\_\_\_\_\_

SEND NOW
  SEND AT END OF TERM

## **IMPORTANT:**

- Transcript requests should be made at least **TWO WEEKS** before transcripts are needed.
- Every attempt is made to properly **Mail** requested transcripts, but the college can assume no responsibility for final delivery.
- Transcripts are **WITHHELD** from any student who owes the college money or property.
- Transcripts are released **ONLY** by a request **SIGNED** by the student.
- No fee required to process transcripts.

### **Federal law requires student signature to authorize the release:**

X \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_