St. Louis Community College

TRANSCRIPT REQUEST

Transcript Fee: $5 per copy

Central Student Records • 5600 Oakland Ave., Room B-013 • St. Louis, MO 63110

ID # **A** _____ *OR* Social Security No:* _____

Name _____ Birth Date _____
(Last Name) (First Name) (MI)

Previous/Maiden/Other Names _____

Current Address _____ Home Phone No. _____

City _____ State _____ Zip Code _____ Business Phone No. _____

Student Signature _____ Date _____

Are you registered for the CURRENT semester? ☐ Yes ☐ No Year first enrolled at STLCC: _____

Campus attended: ☐ Florissant Valley ☐ Forest Park ☐ Meramec ☐ Wildwood

Did you receive a degree? ☐ Yes ☐ No Date of Degree _____

TRANSCRIPT INSTRUCTIONS

1. ☐ Send immediately.
2. ☐ Hold request for CURRENT FINAL GRADES at the end of semester.
3. ☐ Hold request for DEGREE/CERTIFICATE posting for current semester.
4. ☐ Special Instructions: _____

PLEASE SEND TRANSCRIPTS TO:

_____ No. of Copies

Person or Office _____

Name of School or Institution _____

Street Address _____

City _____ State _____ Zip Code _____

_____ No. of Copies

Person or Office _____

Name of School or Institution _____

Street Address _____

City _____ State _____ Zip Code _____

***NOTE:** Disclosure of your social security number (SSN) is not required to order a transcript(s). If you choose not to provide an SSN, the processing of your request may be delayed and may make it difficult to ensure that your record is complete. This is particularly true for students who were originally enrolled under their SSN and/or other student number. You also have the option of NOT having your SSN printed on your transcript. However, this may make it difficult for receiving institutions to match your records or they may not accept transcripts without a printed SSN. If you choose this option and/or choose not to supply your SSN, the college is not responsible for any problems that may arise as a result, including but not limited to, problems resulting from the non-inclusion of your SSN on a transcript.

If you do not want your SSN to appear on your transcript(s), please note that under "Special Instructions" above.

— OFFICE USE ONLY —

Date Rec'd. _____ By _____