

# TRANSCRIPT REQUEST FORM

\_\_\_\_\_ OR \_\_\_\_\_  
Student ID # Social Security Number Date of Birth

\_\_\_\_\_  
Last Name (**PRINT**) First Name Middle Initial Former Last Name

\_\_\_\_\_  
Current mailing address \_\_\_\_\_  
Street City State Zip Code

\_\_\_\_\_  
Phone number \_\_\_\_\_ Estimated dates of attendance \_\_\_\_\_

Please check as applicable:  Credit Classes Number of transcript(s) \_\_\_\_\_  
 Developmental/Non-credit/ Childcare classes

**Please select:**  **HOLD** for graduation status to be posted  **HOLD** for semester grades to be posted

**Mail Now** transcript to: \_\_\_\_\_  
(Please provide complete name & address information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>For office use only (staff initials)</b> _____ Check address, phone, etc. __PV __QS __PC _____ Date Sent / Same Day _____ Date Faxed / Email _____ Staff Initials (when completed)
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Check here if you are providing additional addresses on back of form.

**Fax Now** transcript to: Name \_\_\_\_\_ Fax number \_\_\_\_\_

**Pick up** (La Crosse Campus Only - 24 hours required) \_\_\_\_\_ Sealed envelope? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Date)

**Same day** "take with" service (La Crosse Campus Only) Sealed envelope? \_\_\_\_\_ Yes \_\_\_\_\_ No

**You must verify with the receiving school for their policy regarding transcripts.** Most schools require transcripts to be sent directly to them from another college and will not accept transcripts from the student. Transcript will be stamped "Issued to Student" when picked up or mailed to student, unless requested to be in a sealed envelope (indicates student is NOT to open).

**X SIGNATURE (REQUIRED)** \_\_\_\_\_ **DATE** \_\_\_\_\_

*NO ONE ELSE: (including your spouse, parent, etc.) may request your transcript without your written permission and signature. If you wish a transcript to be picked up by anyone other than you, you must indicate this at the time of the request or give written permission with your signature to the person authorized to pick up the transcript. A Drivers License or Student ID is required when picking up a transcript.*

**NOTE:** Transcripts will **NOT** be released if student has any outstanding financial obligations.

**TRANSCRIPT FEE MUST ACCOMPANY REQUEST**

Western charges an \$8.25 fee for each set of transcripts.

**Mail Completed, signed form, cash or  
Check (payable to Western Technical College) to:**

Western Technical College  
Attn: Transcript Requests  
400 7<sup>th</sup> Street N.  
La Crosse WI 54601

