



TRANSCRIPT REQUEST (21 Business Days)

The first two transcript requests are free using this form. All other transcripts must be requested online.

Please allow **21 business days** for processing. (High School Comp/GED must contact the GED Office at 760-776-7318)

STUDENT INFORMATION

Name _____ Student ID# _____

Birthdate _____ Other names used _____

Email Address _____ Daytime Phone Number _____

I am currently enrolled at COD Dates of attendance _____

I was enrolled at COD prior to **Fall 1981**. Requires Social Security Number _____

SEND TRANSCRIPTS (Choose ONE)

NOW After grades are posted After degree is posted After grade change is recorded: Course _____ Sem _____

SPECIAL INSTRUCTIONS (Optional)

Please include IGETC GE Certification Please include CSU GE Certification I have provided an attachment to include

DELIVERY INSTRUCTIONS (Choose ONE)

Student Pick-up Mail to: _____

I authorize _____
to pick up my transcripts and understand that
he/she will be required to provide picture ID. _____

ORDER STATEMENT

- This is my first *free* request.
 This is my second *free* request.

STUDENT NOTIFICATION

1. Student is responsible to provide correct addresses.
2. Transcripts include courses taken at College of the Desert (Copper Mountain courses completed through May 2001).
3. Transcripts will not be sent if student has an outstanding financial obligation or other hold on their records.
4. Allow 21 business days for processing. Allow 4 weeks for final grades and 6 weeks for degrees to be posted.
5. Picture ID is required to pick up transcripts in person.
6. You will receive an email when your transcripts have been processed.

I acknowledge that I have read and agree with these conditions.

Student Signature _____ Date _____

Office Use Only

RQSS ARAI PERC STMC STRK

Initials _____