

Record's Office Use Only
 Pick-up Date: _____
Date & Initials
 Date Sent: _____
Date & Initials

The Community College of Baltimore County
REQUEST FOR TRANSCRIPT OF RECORD

Bursar's Office Use Only
 Date: _____
Date & Initials
 Receipt #: _____

PLEASE PRINT

Form must be completed in full - \$3.00 fee per OFFICIAL Transcript

 Last Name First Name M. I. Student I.D. Number

 Maiden or Former Name Approximate Date of Enrollment

 Address City State Zip

 Phone Number - Day Phone Number - Evening

Number of Copies Requested:

_____ Official

_____ Student

Student's Signature and Date

I understand that my records will not be released if I have an outstanding debt to CCBC. We are bound by the Family Educational Rights and Privacy Act of 1974 not to release any information without the student's written authorization.

SEND TO THIS ADDRESS:

(Please print clearly). Include office to be routed to and entire address

Name: _____

Office: _____

Address: _____

City: _____ State _____ Zip: _____

PLEASE CHECK ONE:

Send Immediately

Hold for:

Grade Change

Semester Grades _____

Posting of Degree/Certificate

Other _____

5/10/6/1/...

To obtain a transcript of your record, print out the form above and fill it out completely. Please fill out a form for each request. If you are requesting an official transcript, a fee of \$3.00 per official transcript is charged. Submit payment by check or money order, Do Not Send Cash. Mail the Transcript Request Form and any fees to (choose one):

CCBC Catonsville, Records & Registration, 800 South Rolling Road, Catonsville, MD 21228
 CCBC Dundalk, Records & Registration, 7200 Sollers Point Road, Baltimore, MD 21222
 CCBC Essex, Records & Registration, 7201 Rossville Blvd., Baltimore, MD 21237