

SPARTAN COLLEGE OF AERONAUTICS & TECHNOLOGY  
STUDENT RECORDS OFFICE  
8820 EAST PINE STREET, TULSA, OK 74115  
Telephone: 918-836-6886 Fax: 918-831-8697

**REQUEST FOR TRANSCRIPT**

PLEASE READ CAREFULLY AND COMPLETE IN FULL. MAIL COMPLETED FORM WITH PAYMENT TO ADDRESS ABOVE. IF PAYING BY CREDIT CARD, COMPLETED FORM CAN BE FAXED TO 918-831-8697.

**STUDENT INFORMATION - Print Clearly**

NAME: \_\_\_\_\_ TECH FLIGHT  
FIRST MIDDLE LAST PROGRAM

NAME ON SCHOOL RECORDS (if different than above) \_\_\_\_\_

SSN: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY STATE ZIP CODE

Are you currently enrolled (active) at Spartan?  YES  NO If no, last year of attendance: \_\_\_\_\_

**NOTE: Financial obligations to Spartan College must be met before transcript(s) will be issued.**

Number of transcripts requested: \_\_\_\_\_ (Transcripts are issued in individual signed, sealed envelopes only)

Transcript Fee: \$5.00 for the first transcript, \$1.00 for each additional transcript per request.

**PAYMENT METHOD**

CREDIT CARD:  VISA  MASTERCARD  DISCOVER

CARD # \_\_\_\_\_ EXP DATE: \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

CHECK or MONEY ORDER - payable to Spartan College  CASH

AMOUNT ENCLOSED: \$ \_\_\_\_\_

TRANSCRIPTS CANNOT BE FAXED OR EMAILED. TRANSCRIPT WILL BE MAILED TO ADDRESS LISTED BELOW.

IF NEEDED, ATTACH SEPARATE SHEET OF PAPER LISTING ADDITIONAL MAILING ADDRESSES.

Mail (#) \_\_\_\_\_ transcript(s) to address below:

Mail (#) \_\_\_\_\_ transcript(s) to address below:

ATTENTION \_\_\_\_\_ ATTENTION \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY STATE ZIP CODE CITY STATE ZIP CODE

**SIGNATURE OF STUDENT (REQUIRED)** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(request will not be processed without student signature)