

TRANSCRIPT REQUEST FORM
Please Complete Request in Full and Print Clearly

Last Name _____ First Name _____
 Last 4 of SSN _____ DOB _____
 Current Address _____
 City _____ State _____ Zip Code _____
 Cell Phone # _____ Home Phone # _____

All Financial Obligations to Spartan College must be met before an Official Transcript(s) will be issued

PAYMENT METHOD			
CREDIT CARD:	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
	<input type="checkbox"/> AMEX		
CARD # _____	EXPIRATION DATE: _____	CVC # _____	
<input type="checkbox"/> CHECK/MO (Payable to Spartan College)	<input type="checkbox"/> CASH	AMOUNT \$: _____	

Dates of Attendance (Term/Year) _____ How many copies: _____
 Signature _____ Date _____

In accordance with the Family Educational Rights and Privacy Act (FERPA), we must have a signature in order to release your transcripts.

Name of Institution/Requestor _____
 Department/Attention _____
 Address _____
 City _____ State _____ Zip Code _____

**Please note that no transcript will be issued to any student whose financial obligations to the College have not been satisfied * Allow 7-10 business days from the date of receipt of this form to process this request * It is the Student's responsibility to furnish a current, correct, and complete address **

How would you like your transcripts?

- Email:** (Address) _____@_____
All transcripts sent via email will be unofficial, official transcripts can only be mailed or pick-up by the student
- Mailed to:** (Send to the Institution/Requestor address listed above)
- Student Pick-up**

If requesting by mail or email, please send your Transcript Request Form to:

Spartan College
Attention Office of the Registrar
4130 Mennes Ave
Riverside, CA 92509
Marco.Morales@spartan.edu

Office Use Only:

Processed on (date): _____

Registrar Initials: _____