

Transcript Request

- ➔ To be completed by student only
- ➔ \$8.00 per Transcript
- ➔ \$30.00 Overnight USPS
- ➔ Payment required prior to processing

Admissions Use Only
Initials _____
Date _____

Office of Admissions
 Kaskaskia College
 27210 College Rd
 Centralia IL 62801
 (618) 545-3040
 Fax (618) 545-3393



www.kaskaskia.edu

If Known
 KC Student ID# _____ Social Security Last 4 digits _____ Date of Birth: _____

PLEASE PRINT

Full Name
 Last _____ First _____ Middle _____

Birth/Other names used while attending college _____

Complete Mailing Address
 Street _____ Apt # &/or PO Box (if applicable) _____

City _____ State _____ Zip _____ Daytime Phone (in case of questions) (____) _____

Student Signature _____ Today's Date _____

SIGNATURE REQUIRED

I authorize release of my transcript as directed. I understand that my request(s) can be withheld due to financial obligations with Kaskaskia College.

Did you attend KC before Summer 1978? Yes No

Are you currently attending KC? Yes No

Please Release Transcript:

- Upon Receipt of Request
- After Posting Summer Grades
- After Posting Fall Grades
- After Posting Spring Grades
- After Posting Degree/Certificate

If someone other than the student is picking up a transcript, we must have:

- * this completed form signed by the student
- * a signed note from the student giving authorization
- * note must include the name of individual who will be picking up the transcript

Please Indicate Official Unofficial

Attn _____

School/Business _____

Mailing Address _____

City, St Zip _____ No. of copies _____

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Please Indicate Official Unofficial

Attn _____

School/Business _____

Mailing Address _____

City, St Zip _____ No. of copies _____

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N
T

Please Indicate Official Unofficial

Attn _____

School/Business _____

Mailing Address _____

City, St Zip _____ No. of copies _____

Note: Most institutions usually require official transcripts to be sent directly from Kaskaskia College
 Please allow a minimum of 3-5 business days for transcripts to be processed.

Cashier Use Only

Amt Paid _____

Initials _____