



OFFICIAL TRANSCRIPT REQUEST

Name: _____ Student ID#: _____

Phone #: _____ Student Email: _____@go.yccd.edu

Last Term Attended: Fall Spring Summer Year: _____ Birthdate: _____

Processing Instructions

Final grades, grade changes, and conferred degrees/certificates can take several weeks after the end of the term to appear on your transcript.

Process Now

Hold Request Until After: Fall Spring Summer Year: _____

To Include: Final Grades Grade Change Degree(s)/Certificate(s) Awarded

Special Instructions: _____

Delivery Options

Mail To:

Name: _____

Address: _____

City: _____ State: _____ Postal: _____

Pick Up at Admissions and Records:

Photo ID Required
 Building 100B
 2088 N. Beale Road
 Marysville, CA 95901

Order Details and Payment

Your 1st two official transcripts are free. Standard orders are \$5.00 per transcript. Rush orders are \$15.00 per transcript.

# of Copies	Cost	Total	Payment Options	
Free (<i>1st two only</i>): _____	-	\$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check or Money Order
Standard Order: _____	\$5.00 each	\$ _____	<input type="checkbox"/> Credit Card:	
Rush Order: _____	\$15.00 each	\$ _____	<input type="radio"/> Visa	<input type="radio"/> Mastercard
			<input type="radio"/> Discover	<input type="radio"/> American Express
			Card #: _____	
		TOTAL: \$ _____	Exp Date: ____/____/____ PIN/SEC/CVV: _____	

Student Signature: _____ Date: _____

OFFICE USE ONLY: Processed by: _____ Date: _____

Notes: _____