

Transcript Request

Instructions

- For unofficial transcripts (free), go to www.edmonds.edu/transcripts.
- Requests Made Online** (via National Student Clearinghouse):
 - Cost is **\$7.75** per official transcript, plus an additional **\$2.90** processing fee per order destination.
 - Processed in **3 days**.
 - For online transcript orders, go to www.edmonds.edu/transcripts.
- Requests Mailed To Us:**
 - Use this form (one form per destination, must provide full mailing address, unless picking up). Cost is **\$15**, processed in **5-7 days**.
 - Must pay by check or money order (make payable to Edmonds College).
 - Mail completed form and **payment** to:
Enrollment Services – Transcript Request
Edmonds College
20000 68th Ave W
Lynnwood, WA 98036
- Requests Made In-Person:**
 - Use this form (one form per destination, you must provide full mailing address, unless picking up).
 - Standard non-rush request:**
 - Cost is **\$15**, processed in **5-7 days**.
 - Same-day in-person rush** (available on a limited basis):
 - Cost is **\$20** for same-day pickup, max 5 copies
 - Must be picked up by the student only; no designees.
 - Must check with Enrollment Services in-person first to verify that we can process your rush request.
- If you do not know your student ID number, please provide your social security number.
- Sign and date this form below. Transcripts will not be sent without a student's signature.
- Questions? Call Enrollment Services at **425-640-1000**, or email transcripts@edmonds.edu.

Student Information

Last Name		First Name		Date of Birth	ctcLink/student ID or SSN	
Current Address <input type="checkbox"/> Update my record with this address. (Allow one additional processing day for update)			Former Name		E-Mail Address	
City	State	Day Phone:		Did you attend before 1976? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	ZIP	Eve Phone:		Are you currently enrolled? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Student Signature: _____				Today's date: _____		

The request can not be processed without student's signature.

Ordering Information

Number of official copies: _____ ☐ Normal 5-7 business days (\$15.00 US per transcript) ☐ Same-day pickup – **See Enrollment Services before paying.** (\$20.00 US per transcript, max 5 copies)

NOTE: Student must verify that all grade changes have been processed prior to requesting transcripts.
Provide complete and accurate mailing address below if transcript will be mailed.

- ☐ Process transcript as is.
- ☐ Process at the end of the quarter after grades are posted. Specify quarter: _____
(Will **not** include anticipated degrees/certificates)
- ☐ Process after degree has been posted. Specify degree: _____
(Degree posting may take 6-8 weeks after end of quarter grades are available)

☐ I will pick up. **Photo ID required.** Unclaimed transcripts will be shredded after 30 days. If someone else will be picking up your transcript(s), fill out this section:

I authorize _____ to pick up my transcript(s) after showing photo ID.
Excludes "same-day pickup". Authorization expires 30 days from date transcript was processed; valid on this request only.

☐ Send transcript to the address indicated below. Allow 5-7 business days for processing after payment has been made.
Transcripts requested to be sent to a WA state college (except private colleges) will be sent electronically unless otherwise indicated:

☐ Do not send electronically – please mail to address below.

Mail to:

Name of person, school, business, agency _____

Address line 1 _____

Address line 2 _____

City, State, Zip/Postal Code, Country (if not US) _____

ES Office Use Only

Date processed: _____

Method:

- ☐ Mail
- ☐ ET
- ☐ Pick Up

Tracked by: _____

☐ Same-day ok

Initials: _____

Cashier Use Only

Number of official copies: _____

- ☐ x \$15.00/copy
- ☐ x \$20.00/copy
- \$ _____

Fee Codes:

with SID = FT
no SID = FF