



TRANSCRIPT REQUEST

CARL ALBERT STATE COLLEGE

2005-2006

Office of Admissions & Records, 1507 So McKenna, Poteau, OK, 74953 • voice 918-647-1300 • fax 918-647-1306

Instructions: To help us understand who you are and to where the transcript is to be mailed, please complete all the information below and return this form by personal delivery, mail or fax to the office or fax number indicated above. To verify who you are, please provide a copy of your driver's license or photo ID with this request is faxed or mailed.

STUDENT INFORMATION

Please print clearly and answer all questions; sign and date below:

Full-Name	Soc-Sec-Num	CASC ID
List All Previous Names		
Home Address	City/ST/Zip	Date of Birth
Telephone Number		
Are you a current or former CASC student? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, when was your last semester of Enrollment at CASC?	

Student Signature: _____

Date: _____

REQUEST OFFICIAL TRANSCRIPT BE MAILED TO:

College or Agency Name			
Address	City/State	Zip Code	Contact Person (if applies)
Please mail my transcript per these instructions: (check all that apply)		Number of Copies Requested	
<input type="checkbox"/> Send Now <input type="checkbox"/> Mail after final grades are posted to the transcript <input type="checkbox"/> Mail after Degree & Graduation Date are posted to the transcript		<input type="checkbox"/> One transcript will be mailed unless otherwise instructed below. <input type="checkbox"/> Other _____	
Please mail an official or unofficial transcript:			
<input type="checkbox"/> Official will be mailed unless otherwise checked below. <input type="checkbox"/> Unofficial			
Please write other comments or instructions:			

CASC Policy Information on Transcripts Requests:

The Office of Admissions personnel will mail an official transcript within 5 working days after receipt of request. If you have any unpaid business accounts with CASC or HOLDS from Financial Aid, Library, or other college authorities, then an official transcript will not be issued until the HOLD is removed or a Business Office (918-647-1325) clearance is given. This office does not fax transcripts due to privacy issues. Transcripts will be addressed to Admissions Office of that college, unless indicated otherwise. No fee is required to fulfill this request.

You may mail or fax this signed Transcript Request form, but please include a copy of your driver license. These measures are necessary to verify your authority to request a transcript and safeguard your privacy from those who do not have such authority (in compliance with Federal Education Rights and Privacy Act -FERPA- guidelines).

OFFICE USE ONLY

- 1) Signature Verified? Yes No
- 2) All Holds Clear? Yes No
- 3) HOLD: _____ || HOLD letter mailed: _____
- 4) Official/Unofficial Mailed? _____

