

# Transcript Request

## Instructions

- For unofficial transcripts (free), go to [www.edmonds.edu/transcripts](http://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](http://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 68<sup>th</sup> 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](mailto: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