

Transcript Request Form

Student Information		
First	Middle	Last
Name used while attending (if different than current) First	Middle	Last
ID Number (if known)	*Date of Birth (required - mm/dd/yyyy)	*Social Security Number (required - 000-00-0000)

NOTE: If you don't have a Social Security Number you must enter your date of birth

Additional Information		
Current Mailing Address - Number / Street / Apt.	City, State, and Zip Code	Phone (000-000-0000)
*Signature (required for release)	*Date (required - mm/dd/yyyy)	Email
*School Attended (required)	*Approximate Dates of Attendance (required)	Program (if known)
<input type="checkbox"/> Dunwoody College <input type="checkbox"/> Dunwoody Continuing Education <input type="checkbox"/> NEI <input type="checkbox"/> Other	Term / Year: <input type="text"/> Term / Year: <input type="text"/> Term / Year: <input type="text"/> Term / Year: <input type="text"/>	<input type="text"/>

Delivery Method
<input type="checkbox"/> Standard Delivery (USPS) Service (\$10.00 per official transcript) - Allow up to 5 business days via 1st class mail <input type="checkbox"/> In Office Pick-up Service (\$10.00 per official transcript) Picked up in the Office of the Registrar - Allow a minimum of 1 business day for processing

Recipient Address(es)	
1) Name of recipient and/or institution <input type="checkbox"/> Check if same as above mailing address	2) Name of recipient and/or institution <input type="checkbox"/> Check if same as above mailing address
Mailing address - Number / Street	Mailing address - Number / Street
City, State and Zip Code	City, State and Zip Code
Special Instructions	Special Instructions
# of Official Transcripts to Mail: (\$10.00 each - signed on transcript paper)	# of Official Transcripts to Mail: (\$10.00 each - signed on transcript paper)

Please note that financial obligations to Dunwoody College of Technology must be cleared before transcript(s) can be released.

Internal Office Use Only: Processed by: _____ Date: _____ Fee: <input type="checkbox"/> Paid <input type="checkbox"/> Waived
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