



## **POLICIES**

In compliance with the Family Educational Rights and Privacy Act of 1974, a student's transcript will be released only upon the written request of the student. **TELEPHONE REQUESTS WILL NOT BE HONORED.**

Official transcripts are printed on security paper, contain the school seal, the Registrar's signature, and are issued in a sealed envelope. Unofficial transcripts are mainly for advising purposes and are printed on plain paper.

Transcripts for course work completed at other schools or colleges submitted to CBC cannot be released. You must order those transcripts directly from the individual institutions.

Release of transcripts to a second party requires: 1) a written release from the student authorizing a second party to pick up a transcript, and 2) positive photo identification (e.g. driver's license) of the party with the written authorization.

Transcripts will not be released to a student's parent unless the parent has the student's written consent.

Transcripts will not be issued if: 1) the student's admissions file is not complete, or 2) the student has a financial obligation to CBC in terms of non-payment of fees or loans or failure to return college-owned materials.

## **PROCEDURES**

The student must complete a **TRANSCRIPT ORDER FORM** available in the Admissions Office or on our website at [www.columbiabasin.edu](http://www.columbiabasin.edu). A separate form must be completed for each address to which transcripts are to be mailed.

Transcripts will normally be ready for mailing or pick up within seven business days from the time the request is received in our office. Please allow extra time during peak work periods (e.g. end of quarter).