

# Official Transcript Order Form

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessments or accountability research.

## SECTION A: STUDENT INFORMATION

Student Identification Number **OR** Social Security Number

Please print or type

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Did you attend prior to 1986?  Yes  No

Last Name		First	Middle		
Mailing Address	Street	City	State	Zip	
Birth Date	Previous/Former Name(s)			Phone#	
Student's Signature			Date		

## SECTION B: TRANSCRIPT INFORMATION

How many official transcripts are you ordering? \_\_\_\_\_

Please select an option (Payment is required before a transcript request is processed):

- \$10 per official transcript mailed via U.S. First Class Mail or ready for pickup within seven business days
- \$30 per official transcript for same-day pickup

When should this be processed (Check only one)?

- Process Now
- After grades posted for current quarter
- After degree is posted for current quarter (*You must apply for graduation before degree will be posted*)

How will you receive your transcript?

- Hold for in-person pickup
- Send transcript to address in Section A
- Send transcript to address below:

**Complete one transcript order form for each address**

Name \_\_\_\_\_ Dept. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## SECTION C: PAYMENT

- Cash
- Check
- Money Order
- Visa
- MasterCard

(If using credit card, please fill in information below. May be left blank if paying in person.)

Credit card#: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Name on credit card: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Billing address listed on card \_\_\_\_\_  
 \_\_\_\_\_

## SECTION D: WHERE TO SUBMIT

**In Person**  
 Hawk Central  
 H Building  
 Pasco Campus

OR

**Email**  
 transcripts@columbiabasin.edu

OR

**Mail**  
 ATTN: Transcripts  
 Columbia Basin College MS-H4  
 2600 N. 20th Ave.  
 Pasco, WA 99301

## POLICIES

In compliance with the Family Education Rights and Privacy Act of 1974, a student's transcript will be released **only** upon the signed, 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. Release of transcripts to a second party requires: 1) a signed, written release from the student authorizing a second party to pick up a transcript 2) a copy of the student's photo identification (e.g. driver's license), and 3) 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 nonpayment fees or loans or failure to return College owned materials. For more information, visit columbiabasin.edu/transcripts.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.

**For Office Use Only**

Processed by \_\_\_\_\_