



Red Rocks Community College Transcript Request Form

***Send this form directly to the RRCC Cashiers Office:** 13300 West Sixth Avenue, Box 2
Lakewood, CO 80228-1255
Fax: 303-984-4831 / Phone: 303-914-6222 / Email: RRCC.CashiersOffice@rrcc.edu

General Information:

- Please allow one week for processing.
- Forms that are not filled out in full or filled out incorrectly may result in a delay in processing.

Student Information: (PLEASE PRINT) ** required fields*

Student ID number _____ *Birth Date _____
 *Name _____ Former name used at RRCC _____
 *Current Address _____ Dates of Attendance _____
 *City, State, Zip _____ *Phone _____

***Signature** _____ ***Date** _____
Physical signature is required on form. We cannot accept an electronic signature.

Special Requirements: ___ Hold for current semester's grades ___ Hold until degree is recorded
 ___ Attachment to be sent with transcript

***Please select the quantity and method of processing.** *Note – FedEx does not deliver to a PO Box.*

Quantity	Method	Charge
	Electronic Transcript (<i>*Student will need to go through Parchment</i>)	\$3.00
	Paper Transcript – Mailed (USPS)	\$5.00
	Paper Transcript – Mailed (International USPS)	\$8.00
	Paper Transcript – Pickup	\$5.00

Mail Transcript to:

Organization _____
 Attn: _____
 Address _____
 Address _____
 City, State, Zip _____
 Phone or Fax _____

Mail Transcript to:

Organization _____
 Attn: _____
 Address _____
 Address _____
 City, State, Zip _____
 Phone or Fax _____

___ *Check here if additional addresses are attached, on a blank piece of paper.*

Payment for Transcripts: Select the method for transcript processing and enter payment information below.

Number of transcripts ___ = \$_____ Refer to table above.

Circle method of payment: Check MasterCard Visa Discover American Express Cash

Credit card number _____ Expiration Date _____

Billing information of the credit card holder:
 Name (as it appears on card) _____ Phone _____
 Billing Address _____ City _____ State _____ Zip _____

Office Use: Total Charge _____
 Post to A630