

### Transcript/Grade Report Request Form

Requesting:     Transcript     Grade Report (After current term only)

✓ Please Read Carefully

✓ Please Print Clearly

- York Technical College does not accept faxed requests.
- Transcripts may be ordered online for a fee of \$6.25: [www.studentclearinghouse.org](http://www.studentclearinghouse.org)
- Official Transcript or Grade Report fee requested in person or by mail: \$4.00 each.
- If mailing the request, enclose a check or money order for the fee.
- A transcript/grade mailer will not be issued for individuals who do not submit the required fee or whose financial obligations to York Technical College are not satisfied.
- No transcripts are released to/for anyone except the student unless requested in writing by the student.

Name: \_\_\_\_\_

(Please print clearly)

Social Security or College ID#: \_\_\_\_\_

Other name(s) used while enrolled: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Send by (check one):     Mail     FAX Number (\_\_\_\_) \_\_\_\_\_

Attn: \_\_\_\_\_

Send transcript:     Now     **HOLD** for this term's grades     **AFTER** degree posted

Personal pickup:     Today     Please indicate day and time

Request 1 - send to:

Attention: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

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

Request 2 – send to:

Attention: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

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

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

(I certify that I am the above individual requesting my transcript)

Office use only

\_\_\_\_\_  
Copies

\_\_\_\_\_  
Fee

\_\_\_\_\_  
Date and Initial

\_\_\_\_\_  
RQSS