



## CCA Transcript Request Form

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last Name First Name Middle

Date \_\_\_\_\_ Class of \_\_\_\_\_ Date of Birth \_\_\_\_\_

For current CCA students, there is no charge for the first five transcripts requested. After 5 transcripts, there is a \$5 fee per transcript. There is no charge for the final senior transcript in June.

For students who do not currently attend CCA, there is a \$5 fee per transcript.

ONE UNOFFICIAL TRANSCRIPT (personal use, may be photocopied by you if more than 1 copy is needed)

### Official Transcripts

Please indicate NUMBER you are requesting and the method for sending your transcript(s)

# \_\_\_\_\_ OFFICIAL TRANSCRIPT (in a sealed envelope)

- I will *pick up* the transcript(s) - fastest method.
- I request that the transcript(s) *be mailed* via District mail services (allow for extra processing time), and I have attached stamped, addressed envelope(s) without a return address.
- I request that the transcript(s) be enclosed with the attached forms and stamped, addressed envelope(s) to be given to my counselor, who already has my required FERPA form.