

# TCA Transcript Request

- *Complete fully and legibly.*
  - *Include the recipient's address if transcript is to be mailed.*
  - *Transcripts are typically processed within 2-3 days.*
  - *Use separate forms if requesting more than two transcripts.*
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**Student:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_

**Date of Request:** \_\_\_/\_\_\_/\_\_\_ **Phone (alumni only):** \_\_\_\_\_

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## TRANSCRIPT #1

**Check each line that applies. Include address if transcript is to be mailed.**

\_\_\_ **Official** (college admissions and scholarships – these are typically mailed or submitted electronically)

\_\_\_ **Unofficial** (personal use only)

\_\_\_ **Include Class Rank?** (only included upon request unless student is in top 10% of his/her class)

\_\_\_ **Give transcript to:** \_\_\_\_\_

\_\_\_ **Mail to:**     Recipient name     \_\_\_\_\_  
                  Recipient address    \_\_\_\_\_  
  \_\_\_\_\_

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## TRANSCRIPT #2 (if needed)

**Check each line that applies. Include address if transcript is to be mailed.**

\_\_\_ **Official** (college admissions and scholarships – these are typically mailed or submitted electronically)

\_\_\_ **Unofficial** (personal use only)

\_\_\_ **Include Class Rank?** (only included upon request unless student is in top 10% of his/her class)

\_\_\_ **Give transcript to:** \_\_\_\_\_

\_\_\_ **Mail to:**     Recipient name     \_\_\_\_\_  
                  Recipient address    \_\_\_\_\_  
  \_\_\_\_\_