



RUSH SERVICE

OFFICIAL TRANSCRIPT REQUEST

Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the student. The student's signature is required.

Date of Request: ____ / ____ / _____

Number of copies requested: _____

<p>Student ID or Social Security Number: _____ - _____ - _____</p> <p>Name: _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 100px;">First</small> <small style="margin-left: 100px;">Middle</small></p> <p>Street Address: _____</p> <p>City, State, ZIP: _____</p> <p>Telephone: _____</p> <p>Birthdate: ____ / ____ / _____</p> <p>Other name or alias: _____</p>	<p>TYPE OF SERVICE: RUSH (\$10 per copy)</p> <p>WHEN SHOULD TRANSCRIPT BE PROCESSED? <i>(Please indicate semester.)</i></p> <p><input type="checkbox"/> Now (current semester, not awaiting grades)</p> <p><input type="checkbox"/> After final grades are recorded for _____ Semester</p> <p><input type="checkbox"/> After degree is recorded for _____ Semester</p> <p><input type="checkbox"/> After incompletes/grade changes are made for _____ Semester</p> <p>Special Instructions: _____</p>
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DATES OF ATTENDANCE AT CHABOT: From _____ (Term/Year) to _____ (Term/Year)

Send transcript to: (Please print complete name and address legibly.)

Signature of student authorizing release of transcript: _____ Date: _____

TRANSCRIPT PROCEDURES

- RUSH SERVICE:** \$10 for each transcript.
 - Rush requests may be **faxed or mailed** to the Office of Admissions and Records.
 - Rush Transcript Request for in-person pick up must be submitted in-person only.
- PROCESSING TIME:** Rush Service request takes at least 2 working days to process.
- MAIL SERVICE:** All transcripts are sent by 1st class mail through the U.S. Postal Service. We do not provide Express/Overnight service. When mailing transcripts, we cannot assure that your transcript will reach its destination. Once the transcript leaves our college, it is the responsibility of the U.S. postal service to deliver. Lost transcripts may result in having to request and pay for additional transcripts.
- Transcripts will not be issued until all monetary holds or obligations (Library, Financial Aid, CLPCCD District Office, etc.) are cleared.
- All transcripts not picked up within one month of request will be shredded. No free transcripts will be issued if not picked up within one month of request.
- Chabot College will send records of work completed at Chabot College and/or Las Positas College only. Copies of transcripts from other institutions are NOT included. Transcripts from other institutions must be ordered from original school(s).
- If sending transcripts to different recipients, please submit a separate form for each transcript request.

<p>Please mail this form with a check or money order Or submit in-person to:</p> <p style="text-align: center;">Chabot College Office of Admissions and Records ATTN: Transcript Request 25555 Hesperian Blvd. Hayward, CA 94545</p>	<p>Complete this section only if submitting rush service via fax to (510) 723-7510</p> <p>VISA <u>or</u> MASTERCARD # _____</p> <p>Expiration Date: _____</p> <p>I authorize Chabot College to charge my credit card for the following</p> <p>Amount: \$ _____ Signature <input checked="" type="checkbox"/> _____</p>
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FOR OFFICE USE ONLY

Amount Paid \$ _____ Received By _____ Date Sent _____

NOTES: