

Student Services



Transcript Request

Brainerd Campus
501 West College Drive
Brainerd, MN 56401-3900
1-800-933-0346 or
218-855-8031
Fax: 218-855-8269

Staples Campus
1830 Airport Road
Staples, MN 56479-3252
1-800-247-6836 or
218-894-5126
Fax: 218-855-8269



If you need an official Central Lakes College (CLC) transcript sent to a [Minnesota State College or University](#), that institution may be able to obtain your CLC transcript. Please contact that institution directly for further information. A complete listing of the MnSCU colleges/universities can be found at www.mnscu.edu/campuses. If you attended Brainerd Technical College and/or Staples Technical College prior to 1986, you must complete this form.

Last Name: _____ First: _____ Middle: _____

Name (if different from above**) when attending college: _____

**To request a name change, please see Personal Information Change Form

SSN or Tech ID: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

Approximate dates you attended this college: _____

If you attended before July 16, 1996, please check which campus(es) you attended.

Brainerd Community College Brainerd Technical College Staples Technical College

I request and authorize Central Lakes College to forward my transcript to:

College/Company Name: _____

Attention: _____

Street Address: _____

City, State, Zip: _____

Check all that applies: Official Transcript Unofficial Transcript
 Hold for grades: Fall Spring Summer
 Hold until degree is recorded - Semester graduating: Fall Spring Summer
 Send as soon as possible
 Will pick up transcript

_____ **Number** of copies requested

Remarks: _____

Student Signature: _____ Date: _____

CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Andria Belisle, Disability Coordinator, abelisle@clcmn.edu, office E138 at 800-933-0346, ext 8175. Deaf and Hard of Hearing users or TTY communication contact the "Minnesota Relay Service" at 7-1-1 or 1-800-627-3529.

Processing Center

Staff signature: _____ Date: _____

Transcript Processed: Yes No

Unable to Process, Transcript Not Sent: Hold Code 0022 Overdue Resource Material: CLC Library, 218-855-8180

Hold Code _____: 218-855-_____

If your transcript is unable to be processed because of a hold, please contact Student Services at 218-855-8031 when you have resolved the hold.