



**IDTC CAREER CENTER**

Let's Make A Career in Healthcare

410 NW 11<sup>th</sup> Street, Ste. 112  
Grand Prairie, TX 75050



# TRANSCRIPT REQUEST FORM

## Instructions for processing your transcript request (Please print clearly in blue or black ink):

- ✓ Your transcripts will not be released if there are outstanding obligations to the School.
- ✓ All transcripts are sent by mail or available for pick up
- ✓ A separate request form is required for each address you wish the transcript to be sent.
- ✓ Please allow three (3) business days for your request to be processed.
- ✓ You must have photo identification (driver license or student ID card) when picking up transcript(s) at the counter.

**Mail in transcript requests:** Mail in your request along with a money order or check for the transcript fee (\$5.00 per copy) made payable to IDTC Career Center, attention Registrar to the address listed above.

**Hand delivered transcript requests:** Pay the transcript fee (\$5.00 per copy) at the Cashier's Office along with form. Allow three (3) business days for request to be processed.

Student ID number: \_\_\_\_\_ Number of copies requested: \_\_\_\_\_

Student Name: \_\_\_\_\_ Former Names: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Request Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year Attended: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street or PO Box) (City) (State/Zip)

## SPECIAL INSTRUCTIONS:

- Send Transcript
- For pick up

## SEND TRANSCRIPT TO:

Office/Person: \_\_\_\_\_

College/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State or Province: \_\_\_\_\_

ZIP or Postal Code: \_\_\_\_\_

## For Office Use Only:

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Your Transcript is not being released for the following reason(s) :

- Financial obligation to the school, please call the Registrar's Office for further assistance.
- Other obligations to the School, please call Students Services for further assistance.

**Please resubmit your request after you have satisfied your obligation to the School. Thank you.**