



Office of the Registrar
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 WEB registrar.washcoll.edu

TRANSCRIPT REQUEST FORM

Students and alumni may use this form to request that an official or unofficial transcript of their academic record be issued on their behalf. This transcript will include all grades and credits earned for each semester of study, along with current degree program status or graduation information. An official transcript will be printed on security paper, sealed in an envelope, and will bear the signature of the Registrar along with the seal of the College. Unofficial transcripts appear on white paper and will not include the signature or seal. Only unofficial transcripts may be faxed to a recipient. Per federal law, no transcript or grade information may ever be emailed by the Registrar's Office to a student or to a third party.

Instructions:

1. Complete and submit this form. You must complete one form per transcript recipient.
2. In keeping with the Family Education Rights and Privacy Act of 1974 (as amended), transcripts are issued only upon written signed request or by other express and verified authorization of the student.

		/ /
Full Name at Time of Attendance		Date of Birth (mm/dd/yyyy)
Degree Program / Major	Years of Attendance	Washington Coll. ID# or last 4 of SSN
		<input type="checkbox"/> Employment <input type="checkbox"/> Scholarship
Current Street Address		<input type="checkbox"/> Grad School <input type="checkbox"/> Study Abroad
		<input type="checkbox"/> Transfer to:
Current City, State, ZIP, Country		
Current Email Address	Current Telephone Number	Reason for request (<i>optional</i>)

I request and authorize Washington College to send a transcript of my academic record to the following:

Name of Recipient on Campus:

Building or Office on Campus:

Check here if you wish to send **more than one copy** of your transcript to this recipient.

Number of copies: _____
(four maximum per week)

Check here to **pick up your transcript** directly from the Registrar's Office.

Check here to have the Registrar's Office **hold this request** until the current semester's grades have been posted.

Student Signature	Date