

Cossatot Community College of the University of Arkansas

Transcript Request Instructions

(a request form is included below the instructions)

Please mail your completed request form to:

CCCUA Registrar
P.O. Box 960
De Queen, AR 71832

--OR--fax your request to: CCCUA Registrar's Office, fax (870) 642-8766.

All requests must be in writing and included:

1. **NAME-** List current name and all names you used while in attendance at CCCUA.
2. **SOCIAL SECURITY NUMBER**
3. **DATES OF ATTENDANCE**
4. **HOME & WORK TELEPHONE NUMBERS**
5. **ADDRESS TO WHICH TO SEND TRANSCRIPT**
6. **SIGNED SIGNATURE** – You must sign the request. Failure to sign the request will delay processing.

NOTICE: CCCUA does not provide transcripts to students who have a financial obligation to the College.

THIRD PARTY PICK-UP – Anyone (parent, spouse, friend) picking up a transcript for another person must have a written notice stating the transcript may be released to him/her and including the above information. The third party must also provide identification for himself/herself and the student.

FAXED TRANSCRIPTS – Transcripts will be faxed upon written request, but most institutions do not consider faxed transcripts to be official. The fax number and name of the person to receive the faxed transcript must be included in the transcript request.

All requests are honored as quickly as possible within three working days. However, during busy periods, such as graduation, registration, end-of-term grade processing, etc., there will be some delay and no same day pickup. Students who visit the office to request a transcript should expect the process to take about an hour.

Partial and unofficial transcripts are not issued. Transcripts include the student's complete record, including all undergraduate courses taken at CCCUA. Credits earned at other institutions and submitted to CCCUA as requirements for the degree may be posted to the CCCUA transcript. However, the official transcript used for transfer credit becomes part of the student's record and is not reissued. Official transcripts from other institutions must be requested directly from that institution.

If you should need further assistance or have any questions, please contact the Registrar's Office at (870) 584-4471.

**Cossatot Community College of the
University of Arkansas**

Office of the Registrar
Request to Release Academic Transcript
Please Print

Social Security Number: _____

Student's Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Other Names Used During Attendance: _____

Dates of Attendance: _____

Home Phone: _____

Work Phone: _____

When to Send Transcript	How to Send Transcript
Number of Copies _____	
____ Now	____ Mail transcript
____ After grades have been posted	____ Fax unofficial
____ After degree has been posted	____ Student pick up

Mail transcript to: _____

-OR-

Fax transcript to: _____
Fax Number: _____

Student's Signature: _____

Date Signed: _____

Please fill out a separate form for each transcript requested that is being sent to a different address.

Please allow 3 working days for processing your request and longer if it is being mailed.

Most institutions request that the transcript be mailed directly to them.

In compliance with Public Law 93-380 (The Education Amendment of 1974), effective November 20, 1974, which declares it unlawful for a school to release any personal information unless the student files a written request, I authorize the Registrar's Office at Cossatot Community College of the University of Arkansas to release my academic transcript to the recipient listed.

CCCUA does not release documents received from other institutions, including high schools and other colleges or universities.

For Office Use Only

Processed By: _____

Date Mailed: _____ Date Faxed: _____

Date Picked Up: _____

Date Stamp