

Official Transcript Request

If you attended Folsom Lake College prior to Summer 2003, coursework will be on your Cosumnes River College transcript. You must order your transcript through each individual college that you attended in Los Rios.

Student Information

Student ID Number: _____ SSN (If Student ID Number not known): _____

Name: _____
Last First M.I. Other Last Names

Birth Date: _____ Years attended: _____ to _____
(YYYY) (YYYY)

Current Address: _____
Street City State ZIP Code

Contact Information

Telephone: _____ *Email Address: _____

**By including an email address, you will receive automated updates from Credentials, Inc. regarding the status of your request.*

Basic Order Information

Have you previously requested 2 or more transcripts? Yes _____ No _____

Normal Processing: Deliver to Recipient Pick Up * Number of Copies: _____
 \$5.00 per copy after first 2 free.

Rush Processing: Deliver to Recipient Pick Up * Number of Copies: _____
 \$10.00 per copy. Allow for next business day processing (pick up available after 12 noon).

Requests to hold a Transcript Order for future processing can only be made online through Credentials transcript ordering.

*If applicable, I authorize the following person to pick-up my transcript (s): _____

Special Instructions: _____

Recipient 1 Number of Copies: _____

Recipient 2 Number of Copies: _____

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY: NO CHARGE PAID: _____ Regular _____ Rush AMOUNT: _____ STAFF INITIALS/DATE: _____

VERIFIED: No holds Photo ID verified No balance due Paid BDU Hold Entered into RSS: _____

DATE PROCESSED: _____ Date Mailed/Pick Up: _____ Sent Electronically: _____