



Cleveland State

COMMUNITY COLLEGE
Enrollment Services Center
3535 Adkisson Drive • Cleveland, TN 37320
Phone: (423) 478-6214
records@clevelandstatecc.edu

Official Transcript Request

Please Note:

- Requests may be submitted via email, mail, or hand carried.
- Transcripts of records are issued only at the request of the student.
- No academic transcripts will be released until **all** of the students holds are cleared.
- Student copies are available on CougarNet.
- Transcripts of records will not be released to a third party without written consent from the student. Written consent must include the name of the third party. Third party **must** show ID.

Name _____
Last First Middle

Soc. Sec. #

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Address _____

Date of Birth

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Month Day Year

City State Zip

Phone # _____

Student Signature _____

Maiden or Previous Name(s) _____

To be sent: Now End of Term After Degree is Posted
 To be picked up _____ (date)

- Currently Enrolled
- Previously Enrolled
- Enrolled before 1986

Method: Mailed Hand Carried

Please send to: _____

Number of copies requested _____

Date requested _____

OFFICE USE ONLY

Date Processed: _____