

Cleveland State Community College

Official Transcript Request

Please Note:

- Transcripts of records are issued only at the request of the student and can be faxed only to other educational institutions.
- No academic transcripts will be released until the student's admissions file is complete and all financial obligations to the college are met.
- Transcripts of records will not be released to a third party without written consent of the student.
- Student copies are available on CougarNet

Cleveland State Community College

P.O. Box 3570 • 3535 Adkisson Dr.

Cleveland, TN 37320-3570

Phone: (423) 478-6214

Fax: (423) 478-6255

Name _____
Last First Middle

Soc. Sec. #

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Address _____

Date of Birth

		-			-		
<small>Month</small>			<small>Day</small>			<small>Year</small>	

City _____ State _____ Zip _____

Phone # _____

 Student Signature

 Maiden or Previous Name

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

- Currently Enrolled
- Previously Enrolled
- Enrolled before 1986

Number of copies requested _____

Please send to: _____

Date requested _____

OFFICE USE ONLY		
Received By	Date Sent	Sent By