



CONTINUING EDUCATION WORKFORCE DEVELOPMENT TRANSCRIPT REQUEST FORM

Student information:

Name (Last, First MI)		Date of Birth
Student ID Number	Phone	
Email	Program attended	

Request to be sent to:

Name of School /Company or Institution		
Mailing Address		
City	State	Zip

Payment Information:

Transcript fee is \$7.50 per transcript. Payment must be made prior to picking up or mailing at the Business Office Cashiers Window located in the Welcome Center in A100. Payment can be made via telephone by calling 281-756-3593.

Transcripts must be picked up in person by the student with a valid photo ID.

Third-party pickup is permitted only with a completed FERPA Release Form on file.

The authorized third party must present a valid photo ID at pickup.

By signing below, I acknowledge that the transcript fee must be paid prior to release and that pickup policies have been explained to me. I authorize the release of my official transcript from Alvin College.

Signature	Date
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