



# OFFICIAL TRANSCRIPT FORM

MISSION COLLEGE - Office of Admissions & Records

3000 Mission College Blvd., Santa Clara, CA 95054-1897 Fax: (408) 980-8980

1.) Student ID or Social Security Number \_\_\_\_\_

2.) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Birthdate: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )  
*Month Day Year Area Code*

3.) Please indicate how the transcript(s) will be processed

A.)  Standard (10 business days) The first two are free. \$4.00 each after that.

Mail to: Name: \_\_\_\_\_  
Dept.: \_\_\_\_\_  
Address: \_\_\_\_\_

Rush (\$20 each) *We will not process RUSH transcripts the week before & the first week of a new term.*

4.) I have thoroughly read the policies for ordering transcripts (on back).

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*(Your signature is REQUIRED by Family Educational Rights and Privacy Act, 1974)*

5.) Indicate number of transcript requests \_\_\_\_\_ (Each transcript is individually sealed)

6.) Have you previously ordered two or more transcripts?

Yes  No *(First 2 standard transcripts are free, any additional copy is \$4)*

### 7.) Special Holds

- Hold for current semester's grades. Sem \_\_\_\_\_ Yr \_\_\_\_\_
- Hold for a grade change: Course \_\_\_\_\_ Sem \_\_\_\_\_ Yr \_\_\_\_\_
- Hold for degree/certificate to be posted. Sem \_\_\_\_\_ Yr \_\_\_\_\_
- Hold until incomplete is made up. Course \_\_\_\_\_ Sem \_\_\_\_\_ Yr \_\_\_\_\_

### 8.) Credit Card Payment

Credit Card Type:  Visa  MasterCard

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

For Office Use Only:  PERC  RQSS

Receiving Clerk: _____	Records Processing
Amount Paid: _____	Staff: _____
Date _____ Time _____	Date: _____

*Records - White Copy*

*Student - Yellow Copy*

## POLICIES AND PROCEDURES FOR ORDERING TRANSCRIPTS

- 1.) Transcripts can be ordered in person, by fax, by written request through U.S. mail, and by e-mail with a scanned attachment of the form with a signature, but **NOT** by phone. We need a SIGNED written request for a transcript to be processed. Transcripts are NOT faxed.
- 2.) Transcripts include only courses taken at Mission College and West Valley College.
- 3.) If you have never ordered transcripts before, the first two transcripts are free. Thereafter, additional transcripts are \$4.00 each and will be processed and mailed out in 10 working days. Special Rush service for \$20 per transcript (Immediate processing) whether or not transcripts have been ordered in the past. We will not process any RUSH transcripts the week before & the first week of a new term. (PROCESSING DOES NOT INCLUDE SATURDAY OR SUNDAY) *(effective February 7, 2011)*
- 4.) RUSH Transcripts can **ONLY** be requested and returned to the student. *(Effective February 7, 2011)*
- 5.) All courses completed or in progress at Mission College, excluding Community Education classes, will appear on the transcript. Midterm grades will not appear.
- 6.) Transcripts from other schools/colleges will not be forwarded or released. Students may not obtain any copies of transcripts from other schools/colleges through Mission. You must request a copy from that school/college.

- 7.) When sending transcripts, we **CANNOT** assure that your transcripts will reach its destination. Once the transcript leaves our college, it is the responsibility of the U.S. postal service. Lost transcript may result in having to request and pay for additional transcripts.
- 8.) The **West Valley Mission Community College District** produces a district transcript combining both records from both **Mission College** and **West Valley College**. Note: All student records prior to Fall 1976 can only be requested through West Valley College.
- 9.) **ALL** Standard Transcripts will be mailed out only. *(Effective February 7, 2011)*