Transcript Request Form

Student Instructions:

1. To make sure you are able to obtain your transcript/s in the **60 calendar days** allowed, please make sure you complete this form within **two (2) weeks** of enrollment and mail it to the appropriate high school or college/s.
2. Contact the high school and/or college/s from which you are requesting transcripts to determine if you need to include any fee with this request and to verify their address.
3. If you need additional forms, you may copy this form or write a letter to additional institutions including the information outlined below.
4. Send this form to the high school and/or college where you earned credit or graduated. Make sure you include any transcript fee necessary to process your request. **(*Do not* send this form to McKinley College)**.

Dear Registrar,

Please provide an official transcript to McKinley College showing courses taken, grades received, credits earned, semester or quarter hour system, and date of graduation, if applicable.

Student Information

Student Name: _____ Birth Date: _____

Maiden Name or Other Former Name/s: _____

Social Security Number: _____ Daytime Phone: _____

McKinley ID Number: _____

High School/College Information

Name of High School/College Attended: _____

Address: _____

City: _____ State: _____ Zip: _____

Enrollment Dates: _____ to _____

School Registrar:
Please ensure that the student social security or McKinley ID number is included with the transcript.

Mail official transcript and copy of this form to:

McKinley College
ATTN: Registrar/Transcript Evaluation
2001 Lowe Street
Fort Collins, CO 80525