

## College Credit Transcript Request

All obligations to the college must be cleared before transcripts may be released. A photocopy of the student's valid picture ID must accompany the signed request. For fastest, immediate service request your transcript order by logging into ACC's secure order site in Student Online Services.

ACC – Admissions/Records  
Attn: **Transcript Request**  
P O Box 15306  
Austin, TX 78761-5306

**Please print**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Other Names Used \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (include Area Code) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Phone (include Area Code) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Number of transcripts to above address \_\_\_\_\_ (if none, answer 0)

Number of additional transcripts \_\_\_\_\_ (For additional transcripts, write number of transcripts needed here, then attach addresses on additional page.)

To: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If currently enrolled, do you want transcript held for current grades?  Yes  No



**Signature for release of transcript**

Date

\*If electronic capability is available with receiving institution, transcript will be sent that way. Otherwise all transcripts will be sent regular USPS mail