



Feather River College

ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971
(530) 283-0202 – Fax (530) 283-9961

Official Transcript Request Form

Please print and complete a separate form when requesting transcripts to send to different locations.

ALL INFORMATION IS REQUIRED

FRC ID # or SS # _____		Date of Birth _____		
Name _____				
Last	First	Initial	Maiden /Other Name	
Address _____		Phone (____) _____ - _____		
Street/PO Box	City	State	Zip	
Address will be updated in the system unless this box is checked: <input type="checkbox"/> Do not update address				
Signature _____			Date _____	
<i>By typing your name here, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your written signature on this form.</i>				

<input type="checkbox"/> Send transcript now (will not include grades for current semester)
<input type="checkbox"/> Send transcript at the end of <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____ with final grades.
<input type="checkbox"/> Hold transcript until degree or certificate is posted for <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____

# of Copies:	<input type="checkbox"/> Send to above address
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Send Transcript(s) to:	Name/School: _____
# of Copies:	Department/Person: _____
	Address: _____
	City: _____ State: _____ Zip: _____

Special instructions: _____

TRANSCRIPT FEES:

- ✦ Official transcripts are \$5.00 each.
- ✦ RUSH transcripts (2-3 day priority mail) **additional** \$10.00 each for a total of \$15.00 per RUSH transcript Request must be accompanied by payment.

Make checks payable to Feather River College or provide Visa/MasterCard information.

VISA/MC NUMBER _____ EXPIRATION DATE _____

NAME ON CARD _____ SECURITY CODE _____

RECORDS OFFICE USE ONLY: Processed by _____ Fee \$ _____ Date _____
