

Student Affairs—Admissions/Records/Enrollment Services
4501 Amnicola Hwy., Chattanooga, TN 37406-1097
Phone: 423-697-4401 Fax: 423-697-4709
www.chattanoogaastate.edu

Transcript Request

Name (please print): _____
Last First Middle

Previous Name: _____

Date of Birth: _____ SSN/Student ID: _____

Daytime Phone: _____ Dates of Attendance: _____

Current Address: _____
City State Zip

Please use a separate form for each request.

Please release _____ copy(ies) of my ChSCC Transcript to the address listed in the box to the right.

Please provide the name and address of where you would like your transcripts to be mailed. If you wish to pick up your transcript, please print "Pick-up" in the Send To section.

Please indicate below if you are requesting an official copy or student copy of your transcripts.

- ☐ Official copy
- ☐ Student copy

No transcript will be issued if any financial obligation to the College exists or if you have not completed the admission process.

Please process this request (check all that apply):

- ☐ Standard processing(3 to 5 business days)
- ☐ After current semester grades are posted
- ☐ After degrees are posted at the end of this term
- ☐ With attachment included

Send To:

Address:

City/State/Zip:

- Requests for official transcripts can be processed only if all information is provided and is legible.
- **Transcripts mailed to the student's home address will not be official unless specified in the request above.**
- Transcripts processed for pick-up contain your name as recipient.
- Plan for 3 to 5 business days for your request to be processed.
- If you have been a student since 2007, you may check the status of your transcript request online.

Student Signature: _____ Date: _____

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, the academic record is classified as confidential and may not be released to anyone other than the student without the student's written authorization and signature.

Pub. No. 11-70-503001-192-11/11/cd/bap • one PDF • Chattanooga State Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director and Affirmative Action Officer, 4501 Amnicola Highway, Chattanooga, TN 37406, 423-697-4457.