CHATTANOOGA STATE
COMMUNITY COLLEGE

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

Transcript Request

Name (please print): _____
Last First Middle

Previous Name: _____

Date of Birth: _____ **SSN/Student ID:** _____

Daytime Phone: _____ **Last Semester of Attendance:** _____

Current Address: _____

_____
City State Zip

Please use a separate form for multiple recipients.

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

- **Chattanooga State is unable to fulfill on-demand processing requests. Please allow 3 to 5 business days for processing.**
- It is the student's responsibility to provide a complete and legible address where the transcript should be sent.
- Transcripts processed for pick-up will contain your name as recipient.
- No transcript will be issued if any financial obligation to the college exists or if you have not completed the admission process.
- Chattanooga State is unable to fax or e-mail transcripts.

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 only

To Pick Up Transcript, Print "Pick Up" Below

Send To:
Address:
City/State/Zip:

If you have been a student since 2007, you may check the status of your transcript request in your TigerWeb account.

● Go to: tigerweb.chattanoogastate.edu ● Log in the TigerWeb portal ● Click "click here to enter" ● Select Student ● Select Student Records ● Select View Status of Transcript Requests ● The Sent Date is the date it was mailed out or the date available for pick up.

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. 11-70-501001-456-3/15/sf/bap • Form 29 • 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.