



CARL ALBERT
STATE COLLEGE

Send Transcript to CASC

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

Instructions: College/high school personnel, please mail my transcript to Carl Albert State College at the address below. I have attached photo ID for verification of my identity. **【check all that apply】**

- Mail official transcript to: **Carl Albert State College
Office of Admissions & Records
1507 So McKenna
Poteau, OK 74953**
- Fax unofficial to: **918-647-1306**

When do you want the transcript mailed? Now After final grades After graduation

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Previous college/high school: 【please print】

Institution Name: _____
Institution Address: _____
Institution Fax Number: _____

Student information: 【please print】

Student SSN or Institution ID#: _____ Date of Birth: _____
Full Name: _____ Previous Last name: _____
Current Mailing Address: _____
Contact Phone Number: _____ E-Mail: _____
Date of Attendance or Graduation: _____
(comment): _____



STUDENT SIGNATURE: _____ *DATE:* _____

Please read:

CASC provides this form as a convenience to students who need a way to submit a written request to their previous college(s), high school, or institution, and have their official transcript mailed to the Office of Admissions & Records at CASC. Students are encouraged to contact the originating institution to understand that institution's requirements to process this transcript request (such as cost/fee) and avoid delays in mailing of the transcript.

Other College transcripts faxed to CASC are unofficial and will be used only for advisement purposes. This faxed record will not be used for financial aid processing or placement on CASC transcript. Students with BUSINESS HOLDs at another college must contact that institution to understand and clear the HOLD.

A fee-based, electronic delivery service of most college's transcript is available. See link at www.carlalbert.edu and click on Admissions and then on *Transcript Request* to research this online service. (Important: this is not an overnight delivery service).