



Request to Send Transcript to CASC

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

Instructions: please mail my college/high school 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 or 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 Last 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 their 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.

All College transcripts faxed to CASC are unofficial and will be used only for advisement purposes only.

A fee-based, electronic delivery service of most college transcripts to CASC is available online www.carlalbert.edu and click on Admissions&Aid and then on *Transcript Request*. (Important: this is not an electronic deliver, and not an overnight delivery service).

Identification and signature permission is necessary to verify your authority to request a transcript and safeguard your privacy from those who do not have such authority (*in compliance with Federal Education Rights and Privacy Act*).