



Transcript Request Form

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

Instructions: Admissions personnel, please mail my transcript to the address below. I have attached photo ID for verification of my identity. **【please print clearly】**

Student Information:

SSN or CASC ID#: _____ Date of Birth: _____
Full Name: _____ Former Names: _____
Mailing Address: _____
Contact Phone Number: _____
Contact E-Mail Address: _____
Date Last Attended CASC: _____ Check here if you are currently enrolled with CASC?

List all previous CASC degrees earned and year: _____

Check here if you wish to update your CASC records using the above Student Information.

Send my CASC Transcript to:

College Name/Agency: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Number of Copies: _____ [A maximum of 10 copies per request.]

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



STUDENT SIGNATURE: _____ DATE: _____

Transcripts Request Policy

Student should return this *Transcript Request* form by mail or fax or in-person to the Office of Admissions, at the address below, with a copy of your photo ID (ex. Driver's license, CASC ID card, tribal ID, or military ID). Students are asked to submit one *Transcript Request* for each mailing.



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

Transcripts are mailed within 5 working days after receipt of request. Transcripts are not issued if an institutional "HOLD" exists, including Business, Financial Aid, Library, or other. Once the HOLD is cleared, request will be processed. Transcripts *cannot* be emailed or faxed. Students may print their own unofficial transcript using VIKECONNECT. No fee is charged to fulfill this mailing request.

A fee-based, electronic delivery service of the official CASC transcript is now available. See link at www.carlalbert.edu and click on Admissions 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).