

TRANSCRIPT REQUEST FORM

DATE: _____

Student records are confidential, and transcripts are issued only at the written request of the student. Telephone requests are not accepted. All requests **must** include the student's signature and payment of the \$15.00 per transcript processing fee is required prior for the release of all transcripts. *(Please note that this will only be official for courses since 2011 for MACA or 2010 for MOCCFOA. Other years may be included, but unofficial.)*

Full Name: _____ Date of Birth: _____

Name while attending: (If different from above) _____

Address: (From time of attendance) _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Other Phone: _____

Email: _____ Last 4 of SS#: _____

Deliver transcript via:

- Mail: (Address) _____
- E-mail: _____

Student's Signature

Date

(This signature is required to authorize the release of your transcript to the party listed above.)

Payment Information:

A charge of **\$15.00** is made for **each** transcript (including transcripts sent electronically). Payment must accompany request.

- Check/Money Order Enclosed (Do not mail cash)
- If you wish to use a credit card, contact Belinda at 417-425-2637 for instructions.

Mail form to: Pearson Planning, Attn: Belinda Pearson, 4878 E. Utica Street, Springfield, MO 65809

Or email the form to: pearsonplanning.maca@gmail.com

Questions: Contact Belinda Pearson at 417-425-2637 or pearsonplanning.maca@gmail.com

All transcripts will be processed within two weeks of the date received.