

**TRANSCRIPT REQUEST**

P.O. Box 7380, Paducah KY 42002-7380  
Phone: (270) 534-3264 Fax: (270) 554-6203

**NAME:** \_\_\_\_\_  
Last First Middle Initial Student EMPLID or SS #

**Phone:** \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

**List any other names used (Maiden/Former):** \_\_\_\_\_ **Birth date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Are you currently enrolled?** Yes  No  If no, please give date of last attendance Year and Term: \_\_\_\_\_

**School attended:** WKCTC \_\_\_\_\_ PCC \_\_\_\_\_ WKT \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

- Send now
- Hold for current semester grades
- Hold until credential statement is on transcript
- Send COMPASS scores with transcript  
**(Taken at WKCTC only)**

**Fees Apply for Each Copy Requested**

- Mail: 3 Business days..... \$5
- Mail or Pick-up: Same Day.....\$7
- Fax Unofficial Copy Only.....\$7
- Fax & Mail: Same Day..... \$10

**STUDENT IS RESPONSIBLE FOR PROVIDING THE CORRECT ADDRESS BELOW:**

Please send (total number requested) \_\_\_\_\_ transcript(s) to:

**ADDRESS WHERE TRANSCRIPT IS TO BE SENT:**

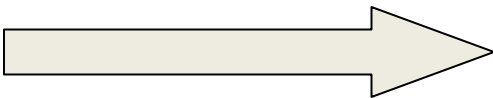
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

- **When ordering transcripts at the end of the semester; please allow at least two weeks from the last day of the semester for the recording of grades and processing of requests.**
- **If transcripts are to be sent to more than one address please use additional forms or list on back of form.**
- **Transcript services are withheld for any student that owes a KCTCS College money or property.**
- **Transcripts picked up in person or mailed to the student will be stamped ISSUED TO STUDENT. These are not considered "official".**
- **Transcripts from high schools or other colleges cannot be duplicated. These institutions must be contacted directly.**



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**Student Signature**

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**Date**

Date & Time Rcvd \_\_\_\_\_ by: \_\_\_\_\_ Charge: \_\_\_\_\_ P/U or Issue Date: \_\_\_\_\_ ID Checked by: \_\_\_\_\_