

REQUEST FOR TRANSCRIPT/EDUCATIONAL RECORD(S)

Big Sandy Community & Technical College

Admissions & Records Offices

Mayo Campus
513 Third Street
Paintsville, KY 41240

Pikeville Campus
120 Riverfill Drive
Pikeville, KY 41501

Prestonsburg Campus
One Bert T. Combs Drive
Prestonsburg, KY 41653

Date Requested _____ Date of Birth _____

Name _____
First Middle Last

List ALL names previously attended under, If Different from Above _____

SS# _____ ID# _____ Telephone # _____

Current Mailing Address _____
Box/Street/911

City State Zip Code

The following information will assist in processing your request:

List ALL Dates/Years Attended _____

Program Attended or Completed _____

Campus(es)/Colleges Attended: ___ Mayo ___ Prestonsburg ___ Big Sandy Community & Technical College

I am requesting:

___ Transcript of Grades

Number of Transcripts Requested _____

___ GED – (Mayo Campus Only prior to 1995)

Check (1) One:

___ On Demand (\$7 Fee)

___ Pick-Up (\$5 Fee – Available 36 hours of request)

___ Mail (\$5 Fee – Mailed within 36 hours of request)

___ Mail when grades for current term are available
(\$5 Fee – Mailed once all grades are posted)

___ Fax (\$10 Fee) # _____

Release Record To:

Name of Person/Company/Institution

Mailing Address

City State Zip Code

Student's Signature or Guardian's Signature (if under 18 years of age) _____

If the student does not have a PeopleSoft number print charges here and forward to business office _____

OFFICE USE ONLY

Required Fee \$ _____

Amount Paid \$ _____

Amount Due \$ _____

Fee Posted By _____

Method of Payment: 1st Copy Free Cash Check # _____
Money Order Credit Card

Receipt Number _____

Processed By _____ Date _____

Date Posted _____