

Unofficial transcripts will not be processed for students with unpaid debts or other outstanding obligations to Citrus College. Transcripts will not be processed without valid identification.

Please **print** and **complete** the following information, ensuring that it is complete and legible.

Student ID Number and/or Social Security Number \_\_\_\_\_

Current Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other Names Previously Used \_\_\_\_\_ Birthdate \_\_\_\_\_ Phone Number \_\_\_\_\_

Number and Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

In accordance with Federal Law, records cannot be released without the written consent of the student.

x \_\_\_\_\_  
Signature Authorizes Release of Records

\_\_\_\_\_  
Date

E-mail address \_\_\_\_\_

**NOTE: Student is responsible for complete email address.**

**Currently Enrolled: Yes**

If not currently enrolled, last date attended: \_\_\_\_\_

You will be notified by email when your unofficial transcript is available online, approximately 10 business days.

**NOTE:** To retrieve grades online between fall 1983 and spring 2000 you must request an Official or Unofficial Transcript.

Unofficial Transcripts PRIOR to fall 1983 are NOT available online. Request an official transcript.

For Office Use Only						
<input type="checkbox"/> Walk in	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Fax			
Received by: _____		Date: _____				
	No	Yes	CALLED	VOICEMAIL	PERSON	EMAILED
DEBTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRC/LEGACY	<input type="checkbox"/>	<input type="checkbox"/>				
IRMS	<input type="checkbox"/>	<input type="checkbox"/>				
					Initials/Date _____	
Student Notified by: _____		Date: _____				