

TRI-CITY COLLEGE PREP TRANSCRIPT REQUEST FORM

Here's what you do...

1. Complete a separate request for each mailing address.
2. Fill out all requested data. Signature is required for release of transcript.
3. Print clearly to insure proper delivery of transcripts.
4. Official transcripts cannot be released until all financial obligations with the university/or school have been settled.
5. Request may be faxed to: 928-777-0402 or mailed to: Tri-City College Prep
5522 Side Road
Prescott, AZ 86301
6. Questions? Please call 928-777-0403.

Name: _____ Date: _____

Legal Name: _____ Date Of Birth: _____

Address: _____

Date of Graduation _____ or Last Date Attended _____

City, State & Zip Code: _____

Send Transcripts To: _____

Address: _____

City, State & Zip Code: _____

(Signature of Requestor)

of Transcripts: _____ (\$3.00 Per Transcript) Total Amount Due: \$ _____
Cash, Check or Money Order only. Transcripts will not be mailed until payment is received.

Thank you.

Date Processed: _____ Initials: _____

Paid: _____ Initials: _____