CALIFORNIA PREPARATORY COLLEGE

Request for Transcripts

Office of Records, Registration & Evaluations 245 E. Redlands Blvd, San Bernardino, CA 92408 Ph 909-264-3255
WEBSITE: www.calprepcollege.com - Complete and signed request to: records@calprepcollege.com

Transcript fee calculation **PLEASE CONTACT RECORDS OFFICE BEFORE PROCEED TO PAY**

FEES: Payable to California Preparatory College by cash or Zelle ☐FREE (1st Copy) ☐REGULAR $5.00 (each) ☐RUSH $10.00
Select the correct fee above and remit payment Fee paid:_____ Date:_____ Received by:_____

Please print clearly

Student ID #_____ *Date of Birth _____

*Please check one:
☐ Current Student
☐ Previous Student

*Full Legal Name:_____
Last First Middle

Other name(s) used while in attendance:_____

*First Term Attended: _____

Malling Address:_____ Apt_____

City: _____ State:_____ Zip:_____

*Last Term Attended: _____

NOTE: Is this a different address than what CPC has on record (circle) ? Yes NO
If yes, do we have your permission to update our records (circle)? Yes NO (if left blank, address will automatically updated)

Phone number: (_____)_____ E-mail: _____

*Social Security Number: ☐ I do not have a Social Security Number ☐ I have a Social Security Number, the last 4 digits are:_____

*Degree: ☐ Non-degree ☐ WHPC Certificate ☐ Associate Degree_____

Student signature: _____ **Today's date:**_____/_____/_____

☐ Will pick up ☐ Mail to my address_____
Street City State Zip

☐ Please mail _____ (#) official transcripts
Official transcripts will **only** be mailed to 3rd parties: schools or places of potential employment).
Please wait until semester grades are submitted.
Unofficial transcripts - will state "student copy" (transcripts not picked up within 30 days will be destroyed!)
Please allow 2-4 weeks to receive transcripts by mail, especially those going out of the country. Transcripts not received by the four week period must be reported to us within 30 days or a new request and fee will be required to reprocess.

Send transcripts to: (Transcripts will be addressed exactly as written below.) (If more than 2 addresses: you may write on the back of this form.)

1.Name of Institution: _____ Attention: (person or department)_____
Address and Suite #: _____
Street City State Zip Country

2.Name of Institution: _____ Attention: (person or department)_____
Address and Suite #: _____
Street City State Zip Country

Students, please submit form to Student Financial Services (SFS) for Financial Clearance FIRST. SFS will process and submit to the Records Department.

Please read carefully the conditions and restrictions :

NO ONE can request or pick up your transcripts for you without a valid picture I.D. and written approval from you if a departmental HOLD has been placed on your student records, the request and fee will not be processed and will be returned to you by mail. Once the HOLD has been removed, a new transcript request form and fee must be resubmitted. It is your responsibility to provide the correct and complete address of the persons, institutions or organizations receiving transcripts. Transcripts mailed with incorrect or incomplete addresses will require a new request form and fee to process. Problems with transcripts (i.e. Missing grades, term or degree) must be reported to us within 60 days of the date mailed from our office. It is your responsibility to check on the completion of grade changes, grade discounts, name changes, etc. with the Records Office before filling a transcript request.

***By initialing here, I am verifying that I have read and understand the above conditions and restrictions:** _____ **Date:**_____
Initials

***Where starred: transcript will not be processed if left blank.**

Records office use only

Unofficial Transcripts picked up by: _____ Signature:_____ ID Number: _____
Date or Pick Up:_____ Printed Name and Signature of employee verifying ID:_____
Official Transcript mailed:_____ Date mailed:_____ Initials:_____

Financial clearance verification

Is the student financially cleared? ☐YES (If yes, please fill out below) ☐NO (If no, only unofficial transcript is given)

Paid on: _____ Received by:_____