

Community Christian College  
251 Tennessee Street  
Redlands, CA 92373  
(909) 335-8863

# TRANSCRIPT REQUEST

Transcript includes only  
courses taken at CCC.

## PRINT ALL INFORMATION LEGIBLY – USE INK

### Send an official transcript to:

\_\_\_\_\_  
Name of College

\_\_\_\_\_  
Name of Office Receiving Transcript

\_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

### STUDENT NAME:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M.I.

### CURRENT ADDRESS:

\_\_\_\_\_ Number \_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

(Name under which CCC records are listed if different  
name than above):

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M.I.

Date: \_\_\_\_\_

My first term at CCC was:

\_\_\_\_ Fall \_\_\_\_ Wtr \_\_\_\_ Spr \_\_\_\_ Sum Qtr \_\_\_\_ Year

\_\_\_\_\_  
Social Security Number (or Student ID Number)

\_\_\_\_\_  
Date of Birth

Phone ( ) \_\_\_\_\_ (Day)

( ) \_\_\_\_\_ (Evening)

### SPECIAL INSTRUCTIONS:

I am attending CCC right now.

Check one:  Yes  No

If yes, check one of the following:

\_\_\_\_\_ Send the transcript NOW with  
work in progress.

\_\_\_\_\_ Wait; send transcript when final  
grades are posted.

\_\_\_\_\_ A.A. degree must be posted before  
transcript may be sent.

Number of transcripts to be processed: \_\_\_\_\_

## YOUR SIGNATURE IS REQUIRED TO RELEASE TRANSCRIPTS

\_\_\_\_\_  
Signature

### OFFICE USE ONLY

#### FEES

No Cost \_\_\_\_\_ First request  
No Cost \_\_\_\_\_ Second request  
\$5.00 \_\_\_\_\_ Cost after first two  
\$10.00 \_\_\_\_\_ Same-day priority

#### ACTION

Student will pick up on \_\_\_\_\_  
Total amount paid \_\_\_\_\_  
Transaction mailed on \_\_\_\_\_  
Transaction processed by \_\_\_\_\_

Registrar Signature.....