



PO Box 398, 609 Indian Ave., Poplar, Montana 59255

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TRANSCRIPT REQUEST FORM

Please Print Clearly

STUDENT INFORMATION:

Student ID#: _____

Name: _____

Social Security # _____

Address: _____

Maiden name or other names used: _____

Phone number: _____

Dates attended: _____

E-mail Address: _____

TYPE OF TRANSCRIPT REQUESTED:

- Unofficial Transcripts (**FREE**)
- Official Transcripts (**\$5.00**)
- Official with Priority Mail (**\$12.00**)

TRANSCRIPT FEES & RELATED CHARGES:

- Unofficial Transcripts **FREE**
- Official Transcripts **\$5.00**
- Priority Mail – 2 day delivery **\$7.00**

INSTRUCTIONS:

- Mail
- Pickup

- Send transcript now
- Send transcript after this term
- Send transcript now & after term

MAIL TRANSCRIPT TO:

Name of College: _____

Attention: _____

Address: _____

City, State, Zip: _____

- Student account must be clear before transcripts may be sent.
- There is a charge per transcript for official transcripts.
- Must have proof of high school graduation or GED completion in student file.
- Payment of transcript fee must accompany request.

(Signature)

(Date)

OFFICE USE ONLY:

Date request received _____

Amount paid _____

Date request processed _____

Check# _____ Money Order _____ Cash _____

Date request mailed _____

Receipt Number _____