



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

Phone: 406-768-6300

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www.fpcc.edu

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:

- | | | |
|--------------------------|-----------------------------|----------------|
| <input type="checkbox"/> | Unofficial Transcripts | FREE |
| <input type="checkbox"/> | Official Transcripts | \$5.00 |
| <input type="checkbox"/> | Official with Priority Mail | \$20.00 |

INSTRUCTIONS:

- | | |
|--------------------------|--------|
| <input type="checkbox"/> | Mail |
| <input type="checkbox"/> | Pickup |

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Send transcript now |
| <input type="checkbox"/> | Send transcript after this term |
| <input type="checkbox"/> | 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. Mail money with the Transcript request or call the FPCC Bookstore and pay with a Debit/Credit Card. 406-768-3213.

(Signature)

(Date)

OFFICE USE ONLY:

Date request received _____

Amount paid _____

Date request processed _____

Check# _____ Money Order _____

Date request mailed _____

Cash _____ Debit/Credit _____