

## Transcript Request

- Regular** \$5.00 each (*processed within 5-10 business days*)
- Rush** \$15.00 for one copy, \$5.00 for each additional copy (*processed within 24 hours*)

**Payment Methods**

- Cash** (*submitted with request, will be processed within 3-5 business days*)
- Check** (*Checks and money orders payable to SJCOE and must be submitted with request*)
- Debit/Credit** (*If you have access to the TCSJ database: <http://tdev.sjcoe.org>, please submit payment within 24 hours of request. If payment not received, request will be voided.*)

**TCSJ / SJCOE Program** (*please check one*)

- |   |   |
|---|---|
| <input type="checkbox"/> M.Ed. Program                                      | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> IMPACT Program                                     | <input type="checkbox"/> IMPACT – Los Angeles |
| <input type="checkbox"/> Professional Learning Center<br>(non-degree units) | <input type="checkbox"/> IMPACT – Tulare      |

**Student Information**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Previous Name(s) if any: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits (SSN) \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

- Address Change

**Student Receiving Transcript**

- Mail to student. Number of Copies: \_\_\_\_\_
- Student will pick up. Number of Copies: \_\_\_\_\_  
*Transcripts to be picked up will be held for 30 days and then destroyed. No refunds.*
- Mail directly to Institution (Name): \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_

***I understand that my signature authorizes the release of my academic records.***

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Delivery Methods-Transcript Request Form**

<b>Email:</b> tcsjadmissions@sjcoe.net	<b>Fax:</b> 209.468.9124	<b>In Person:</b> Teachers College of San Joaquin 2857 Transworld Drive Stockton, CA 95203	<b>By Mail:</b> Teachers College of San Joaquin P.O. Box 213030 Stockton, CA 95213-9030
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