

CONTINUING EDUCATION TRANSCRIPT REQUEST FORM

This form is for Continuing Education transcripts only. This form will not be accepted for traditional college credit transcript requests.

**PLEASE VERIFY THAT YOUR GRADES HAVE POSTED ON YOUR CE TRANSCRIPT IN
WEBADVISOR BEFORE SUBMITTING YOUR REQUEST.**

STUDENT INFORMATION

Student I.D. Number of Last 4 Digits of your SSN

Birthdate

Student Name

Former Last Name

Street Address

City

State

Zip Code

Email Address

Telephone #

Pick Up - Please fax or email (see below) your form and allow 24 hours for processing.

Mail Transcript to the Address Above

Mail Transcript to the Address Below

Transcripts will not be issued for any student whose financial obligation to Schoolcraft College has not been met. In requesting transcripts I understand that Schoolcraft College does not forward transcript from high schools or from other colleges/universities I may have attended. Schoolcraft College has a strict policy that does not allow for the faxing of transcripts. Please allow 3 to 5 business days for processing.

Due to the Family Educational Rights and Privacy Act (FERPA) of 1974, a student signature is required for release of transcripts.

Signature (student signature authorizing issuance of transcripts is mandatory)

Date