

TRANSCRIPT REQUEST



REED COLLEGE

Office of the Registrar
 3203 SE Woodstock Blvd.
 Portland, OR 97202
 Fax: (503) 777-7795

- Please allow 3-5 business days for processing.
- Transcripts will not be released if there is a financial hold.

Student Information

Name _____ ID _____
 Date of birth _____
 Address _____
 City _____
 State _____ Zip code _____
 Email/Phone _____

Special Requests

- Hold until grades are recorded
- Hold until degree is recorded this term
- Hold for clearance of an incomplete
- Hold for _____

To: <input type="checkbox"/> Regular (\$3) <input type="checkbox"/> Rush (\$5) <input type="checkbox"/> Overnight (Varies) <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> Fax		To: <input type="checkbox"/> Regular (\$3) <input type="checkbox"/> Rush (\$5) <input type="checkbox"/> Overnight (Varies) <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> Fax	
Name		Name	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
City/State/Zip		City/State/Zip	
Number of copies to this address _____		Number of copies to this address _____	
To: <input type="checkbox"/> Regular (\$3) <input type="checkbox"/> Rush (\$5) <input type="checkbox"/> Overnight (Varies) <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> Fax		To: <input type="checkbox"/> Regular (\$3) <input type="checkbox"/> Rush (\$5) <input type="checkbox"/> Overnight (Varies) <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> Fax	
Name		Name	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
City/State/Zip		City/State/Zip	
Number of copies to this address _____		Number of copies to this address _____	

DUE TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, THE STUDENT SIGNATURE IS REQUIRED FOR TRANSCRIPT RELEASE.

STUDENT SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

REV. 6/07 ECB

DATE SENT _____ AMOUNT PAID _____ AMOUNT DUE _____ CLEARED BY BUS. OFFICE _____