



Attn: Registrar's Office
New Location: 1421 Pullman Dr
Sparks, NV 89434
Ph: 775- 856-2266
Fax: 775- 856 - 0935

Transcript Request

Name*: Last First MI Social Security No*: Student ID

Any other names used at CCNN:

Check One: Official Unofficial

Check One: Current Student Former Student (year)

Number of Transcripts requested:

Special Instructions: AMT ID #

Send To:

- Send now - do not hold
Hold for pick-up
Send after semester grades are posted
Send after grade changed in
Fax/ Other:

*Student Current Address:

*Student's Signature

(* = Required)

*Current Phone Number

*Date

Transcript Request Policies:

FEE: The first two requests are free. A transcript fee of \$4.00 per copy is required in advance for each additional copy.

TRANSCRIPTS THAT ARE FAXED OR DUPLICATED ELECTRONICALLY ARE NOT OFFICIAL.

Transcript processing requires approximately 5 business days. However, during peak periods (orientation, graduation, final exams), there may be some delay. Transcripts should be requested well in advance of these periods.

Transcripts are not released without the student's consent. Requests by persons other than the student will not be honored without the written authorization of the student.

ALL transcript requests are to be approved by the Business Office. Transcripts are not issued until all accounts with the college are paid. Official transcripts given to the student are stamped "ISSUED TO STUDENT". Some institutions will not accept such transcripts. If approved, only an Unofficial Transcript will be distributed to currently active students.

Transcripts from high school or other colleges cannot be duplicated. You must contact each school individually for copies of your records.

FOR OFFICE USE ONLY:

Approval by Business Office:

In Person By Mail By Fax

Balance Due Date

Date Sent Date Picked Up Amount Paid Receipt No.