



Transcript Request

Official Transcript fee: \$5
 Express Transcript fee : \$15 (processed within 48 hours)
 Note: All financial obligations to CPTC must be satisfied before a transcript can be released.

To obtain unofficial transcripts, students may log on to BannerWeb and print copies at no charge.

<https://ssb.coastalpines.edu>

Instructions for completing request

The form must be filled out completely and signed.

After completing the form, please pay the processing fee and return form to Student Affairs on any campus.
 Mail with check/money order to: 1701 Carswell Ave Waycross GA 31501 or 1777 W Cherry St Jesup GA 31545
 Or fax to 912-284-2508 (Waycross) or 912-427-5889 (Jesup)
 Call Bookstore to make payment 912-285-6199 (Waycross) or 912-427-1938 (Jesup)

Date _____

Last Name _____ First _____ Middle/ Maiden _____

Student ID/SSN # _____ - _____ - _____

Street _____ City _____ State _____ Zip _____

Telephone (Home) _____ Work/Cell) _____

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- I will pick up my transcript. (CPTC ID card or picture ID required to pick up transcript)
Pick up available at Waycross and Jesup sites.
- Mail/electronically send my transcript to the following:

Name _____

Street _____ City _____ State _____ Zip _____

Fax _____

Email* _____ *(required for electronic transcripts not sent to another college)

Additional Information:

What was your name when you attended our institution? _____

What year(s) did you attend? _____

Family Educational Rights & Privacy Act of 1974, Public Law 93-380, Section 438, requires written consent of student before any information other than directory information can be released. By my signature on this form, I am requesting the Office of the Registrar to furnish the above information to the recipient listed.

Signature _____

For Office Use Only:

Number of copies _____

Amount Paid _____ Mailed/Emailed _____

Receipt _____ Picked Up _____

Cashier _____ Faxed _____

Date _____