



OFFICIAL TRANSCRIPT REQUEST FORM

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.

Mail to: 1701 Carswell Ave Waycross GA 31501 or 1777 W Cherry St Jesup GA 31545

Fax: 912-262-4398

Call Bookstore for payment 912-285-6199 (Waycross) or 912-427-1938 (Jesup)

Date _____

Last Name _____ First _____ Middle/
Maiden _____

Social Security Number/ID # _____ - _____ - _____

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)

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 _____