Curriculum Transcript Request Form

**This form cannot be used to request records of Continuing Education, Adult High School, GED, or Placement Test Scores**

No transcript of a student’s record will be issued until all financial obligations to the college have been satisfied.

Name_________________________________________ Student ID or Last 4 of SS#________________________

(Last) (First) (Middle)

Maiden/Other names used:_________________________ Phone#________________________ Date of Birth:________________________

Current Address:________________________ City:________________________ State:________ Zip:________

*NOTE THAT PHOTO IDs ARE REQUIRED FOR PICKING UP TRANSCRIPTS. THERE IS A 48 HOUR PROCESSING TIME FOR ALL REQUESTS. PROCESSING TIME MAY BE LONGER DURING REGISTRATION, GRADUATION, AND AT THE END OF TERM.*

Transcript Fees and Payment Options:
• $3.00 per transcript (transcript will not be printed without proof of payment)
• Pay in person at the Bookstore: Student Center Building
• Pay online at www.isothermal.edu
• Mail check or Money Order payable to Isothermal Community College

Did you attend prior to 1987? Yes________ No________

_____ Hold until grades are posted

_____ Hold until degree is posted after this term

I will Pick Up ________ copies of transcript

Who may pick up this transcript? Name:__________________________________________

OR:

Mail ________ copies of transcript:

To:________________________________________

Attn:____________________________________

Address:________________________________

City/State/Zip:________________________

Mail ________ copies of transcript:

To:________________________________________

Attn:____________________________________

Address:________________________________

City/State/Zip:________________________

Signature:________________________________________ Date:________________________

*Unofficial transcripts are available to view and print in Patriot Port for students who have attended in the last three semesters. After logging in to Patriot Port, click “students” then open the link to the “Self-Service Home Page” where you will be directed to sign in again. The link to view and print your Unofficial Transcript is under Academics – Student Planning.

If you don’t remember your Patriot Port login or experience technical difficulties, contact the Helpdesk at 828-395-1437.