



# TRANSCRIPT REQUEST FORM

Requests will be honored as quickly as possible. During peak periods (i.e., registration, commencement, etc.) there will be a delay. Transcripts should be requested a minimum of **one week in advance** of these events.

Number of Copies \_\_\_\_\_ *Transcripts are not issued until all obligations to Ranger College are cleared.*

☐ Send Now

☐ Pick Up (Photo ID required)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Last Semester Enrolled at RC: \_\_\_\_\_

.....  
Mail to: \_\_\_\_\_

Mail to: \_\_\_\_\_

Institution: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_  
.....

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the student's **written authorization and signature.**

**I authorize Ranger College to mail an official transcript of my academic record to each of the addresses indicated.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form Instructions:

1. Submit the signed form via email at [transcripts@rangercollege.edu](mailto:transcripts@rangercollege.edu) or mail to Ranger College, Attn: Registrar's Office, 1100 College Circle, Ranger, TX 76470
2. After submitting the completed form, contact the Bursar's Office at (254)267-7042 to pay the Transcript Fee of \$5.00 per official transcript. Your transcript will not be mailed until you have paid the fee for each transcript requested.