



# Transcript Request Form

**\*\*This form should only be used by students who attended Ranger College before the Fall of 1988.\*\***

Requests will be honored as quickly as possible. During peak periods (i.e., registration, commencement) 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: \_\_\_\_\_  
Last First Middle Maiden/Other

S.S. # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Semester of Enrollment at RC: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

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

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

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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.