

<p>Use a separate form for each individual or institution to which a transcript is to be sent.</p> <hr/> <p>Data Processing Completed By: _____</p> <p>Date Sent : _____</p> <hr/> <p>Mailing Label</p> <p>This form will be placed in a window envelope and the correct and legible address is the student's responsibility.</p>	<h2>Ouachita Technical College</h2>		<p>An official transcript will not be furnished for anyone whose financial obligations to Ouachita Technical College have not been satisfied.</p>
	<p>TRANSCRIPT REQUEST PLEASE PRINT – PRESS FIRMLY</p>		
	<p>Last Name First Name Middle/Former</p>		<p>Type of Transcript: <input type="checkbox"/> Advising <input type="checkbox"/> Official</p>
	<p>Social Security # or Student ID #</p>		<p>Are you now enrolled at OTC? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, date of last attendance _____</p>
	<p>Street Address</p>		<p>Print all former names if different from current name. _____</p>
<p>City State Zip Code Date of Request</p>		<p>PLEASE SEND TRANSCRIPTS:</p> <p>_____ Immediately</p> <p>_____ After current grades are posted</p> <p>_____ After degree is posted</p> <p>_____ After incomplete grades are changed</p>	
<p>PLEASE SEND ____ COPIES OF MY TRANSCRIPT TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Transcript request are generally processed within three (3) working days. At the beginning or end of each semester, more time is required.</p>	
		<p>Signature: _____</p>	