



Transcript Request Form

Admissions and Records
15880 Dam Rd. Ext
Clearlake, Ca 95422
(707) 995-7900
Fax (707) 994-3553

Woodland Community College

email: dstennet@yccd.edu
Students may mail or bring in a request to our office
Mail service may take up to 5-7 business days

PLEASE PRINT

Student ID

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NAME _____
LAST FIRST MIDDLE MAIDEN NAME

CURRENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER _____ BIRTH DATE _____ EMAIL _____

Last Semester of Attendance _____

STUDENT SIGNATURE _____ DATE _____

SEND TO: NAME _____ NO. OF COPIES TO BE SENT _____

STREET _____

CITY, STATE, ZIP _____

*First two (lifetime) are free

- Send after final grades are posted
- Mail or Bring in request \$5.00
- Hold for degree/certificate to be posted
- Unofficial, over the counter request \$5.00
- IGETC Cert (UC ONLY)
- Rush Fee/Official, over the counter additional fee \$10.00
- GE Cert (CSU ONLY)
- * We do not fax transcripts

OPTIONAL RELEASE STATEMENT: *Required if someone other than yourself is picking up your transcript*

I _____ authorize Woodland College to release my transcripts to _____
(Student Name)

(Person/Company/Agency) Student Signature Date

Note: Party picking up transcript must present photo ID

FOR OFFICE USE ONLY

AMOUNT: _____ RCVD BY: _____

DATE RCVD: _____ RCPT #: _____