NORWALK COMMUNITY COLLEGE
Office of the Registrar

TRANSCRIPT REQUEST

If you are a current credit student, please use myCommNet instead of this form to request a transcript electronically.

PLEASE PRINT CLEARLY

Number of Transcripts Requested: ____________

IMPORTANT INFORMATION:

1. Hand-written requests are mailed within fourteen business days.
2. Current credit students: Use myCommNet for your transcript requests.
3. Official transcripts will be sent to an institution, agency, or the student.
4. No one else is permitted to request a transcript on behalf of the student except government and law enforcement agencies with either a student's signed release, a court order, or a subpoena.
5. All financial obligations and record restrictions must be reconciled before transcripts will be released.

I HEREBY AUTHORIZE NORWALK COMMUNITY COLLEGE TO RELEASE MY OFFICIAL TRANSCRIPT TO THE ABOVE INSTITUTION / INDIVIDUAL.

STUDENT'S SIGNATURE ________________________ DATE ________________________

MAIL OR BRING YOUR TRANSCRIPT REQUEST TO:
Norwalk Community College
Records Office - Room E102
188 Richards Avenue
Norwalk, Connecticut 06854-1655

OR FAX YOUR TRANSCRIPT REQUEST TO:
(203) 857-7012

White: Mailer                 Canary: Records                 Pink: Student