



NAVARRO COLLEGE

TRANSCRIPT REQUEST FORM

ATTN: RECORDS CORNICANA CAMPUS FAX (903) 875-7353 3200 W.7TH AVENUE, CORNICANA, TX 75110
ATTN: RECORDS WAXAHACHIE CAMPUS FAX (972) 937-8763 1900 JOHN ARDEN DR., WAXAHACHIE, TX 75165
ATTN: RECORDS NC SOUTH MEXIA CAMPUS FAX (254) 562-6613 901 N. MLK JR. HWY, MEXIA, TX 76667
ATTN: RECORDS MIDLOTHIAN CAMPUS FAX (972) 775-7299 899 MT. ZION ROAD, MIDLOTHIAN, TX 76065

Instructions for processing your transcript request (Please print clearly in blue or black ink):

- Your transcripts will not be released if there are outstanding obligations to the College.
A separate request form is required for each address you wish the transcript to be sent to.
Please allow three (3) business days for your request to be processed.
You must have photo identification (drivers license or student ID card) when picking up transcript(s) at the counter.

Social Security # or Student ID #: _____ # of copies requested: Official ___ Unofficial ___

Student Name: _____ Former Names: _____

Student Signature: _____ Request Date: _____

Current Address: _____
(Street or PO Box) (City) (State/Zip) (County)

Email: _____

Phone Number: _____

SPECIAL INSTRUCTIONS: Choose one below

- Send transcript immediately.
Hold for posting of current term grades (Circle one): Fall Spring Summer
Hold for posting of degree for the current term.

*CORRECT AND LEGIBLE ADDRESS IS THE REQUESTOR'S RESPONSIBILITY

SEND TRANSCRIPT TO:

Office/Person: _____

College/Organization: _____

Address: _____
(Street or PO Box) (City) (State/Zip) (County)

FOR COLLEGE USE ONLY

Processed by: _____ Date: _____

If your transcript is not being released for the following reason(s):

- Financial obligation to the College, please call (903) 875-7323.
Library obligation for materials and/or fines, please call (903) 875-7442.
Other obligations to the College, please call the Registrar's Office (903) 875-7700.

Please resubmit your request after you have satisfied your obligation to the College. Thank You.