

# NUNEZ COMMUNITY COLLEGE

Bursar's Office, 3710 Paris Road, Chalmette, LA 70043

Bursar's Fax (504) 278-6402

## Transcript Request Form

### Transcript Regulations

- Official transcripts are \$3.00 per transcript. Mail all requests to the above address (ATTN: Bursar), fax to the Bursar's Office at 504-278-6402, or scan/email request to eschwartz@nunez.edu.
- All requests must be authorized by the student's signature in accordance with the Family Educational Rights & Privacy Act (FERPA). Transcripts will be sent out as quickly as possible, in the order that requests are received within 3-5 days after any required payment is received. During registration, final exams, and graduation there may be an additional delay.
- **Picture identification is required.** Please attach a copy of your driver's license, state or Nunez ID to this form.
- Transcripts will not be issued if any debts are due to the college or if any admissions requirements have not been met.
- Official copies of work transferred to Nunez Community College must be requested directly from the institution where the work was completed.
- If you have questions about this process, please call Student Affairs at 504-278-6467.

### Payment Options (Please read carefully as these instructions have changed!)

- Mail this completed form with a check or money order made payable to Nunez Community College or
- From the website, click on the link "**Credit Card Authorization Form**". Complete the form as instructed and fax the credit card authorization and this form to the Bursar's Office at 504-278-6402. A scan of the completed form may also be sent by email to eschwartz@nunez.edu.

Complete This Electronic Form By Pressing the Tab Key to Move to Next Field.

Name (Last, First MI)		Former Name(s), if any:	Date of Birth
Address (Number, Street, Apt.)		City, State, Zip	
Home Phone Number	Cell Phone Number	Email Address	
Social Security #		Currently Enrolled? (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Check all Schools Attended: <input type="checkbox"/> Nunez Community College <input type="checkbox"/> Nunez Technical Institute <input type="checkbox"/> St. Bernard Community College		First Enrolled (Sem/Year)	Last Enrolled (Sem/Year)
<input type="checkbox"/> Issue Transcript Now <input type="checkbox"/> Hold for certificate or degree posting <input type="checkbox"/> Hold for grades (check one): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
<b>SPECIAL HOLD REQUEST:</b> <input type="checkbox"/> Grade Change <input type="checkbox"/> Repeat/Delete course <input type="checkbox"/> Incomplete, Specify course(s).			
<b>DESTINATION:</b> <input type="checkbox"/> Will pick up (Do <b>not</b> fill in the name/address area below if you are requesting a pick up): (Transcripts will be held for 10 days) <b>OR</b> <input type="checkbox"/> Mail to address(es) shown below <b>To add more requests, please attach a list to this form</b>			
<b>Please print name, title, and address of person(s) or institution(s) to whom you wish transcript(s) sent:</b>			
<b>First person or institution:</b>			
Name:		Attn/Title:	
Address:		City State Zip	
<input type="checkbox"/> Special Instructions:		Number of Copies:	
<b>Second person or institution:</b>			
Name:		Attn:	
Address:		City State Zip	
<input type="checkbox"/> Special Instructions:		Number of Copies:	
<b>TOTAL NO. OF COPIES</b>		<b>TOTAL COST</b>	
I affirm that I am the above-named student. In compliance with the Family Educational Rights & Privacy Act (FERPA), I hereby give my written consent and authorize Nunez Community College to release my academic record as noted.			
<b>STUDENT'S SIGNATURE (required)</b> _____			<b>DATE</b> _____
Attach a copy of your driver's license, state ID, or Nunez ID to this form before you submit it to the Bursar's Office.			