



Date Received	Date Logged

Request for Transcript

PO Box 819, 504 SE boundary ST, Browning, MT 59417
(406) 338-5441 or FAX: (406) 338-3776

YOUR COMPLETE NAME & ADDRESS:

STUDENT IS RESPONSIBLE FOR COMPLETE & LEGIBLE ADDRESS.

Records cannot be released without the written consent of the student.

I would like my transcript:

Sent Now
 Held for student pick up
 Held for degree to be posted
 Held for semester grades from:
 Held for grade change for:

Student ID: Birth Date:

Phone: Maiden/Other names used:

Approx. Dates of Attendance: to Degrees Earned:
semester & year semester & year

EMAIL:

Provide complete information to avoid extra cost and time delays. No transcript will be released to any student whose obligations to the College have not been met.

There is a \$5 charge for each transcript. *Additional information is listed below.*
 Transcripts will be processed every Tuesday and Thursday between 10:00am and 1:30pm

<input type="checkbox"/> Official Transcript; \$5.00 fee	Number <input type="text"/>	<input type="checkbox"/> Copies from file; \$1.00 fee	Number <input type="text"/>
<input type="checkbox"/> Unofficial Transcript; \$2.00 fee		List what you are requesting from student file	
<input type="checkbox"/> FAX-Official; \$10.00 fee		FAX#: <input type="text"/>	Attn: <input type="text"/>

*****NOTE: Transcripts can only by Faxed to in State (MT)**

Admissions File Complete: **List missing:**

*****If you are missing information out of your student file your transcript will not be released until said documents are turned in.**

Payment Options: Cash Personal Check/Money Order **Student Billing:**

*Blackfeet Community College does not accept American Express.
 Debit/Credit Card: **Amount:**

Student Signature **Date**

SEND TO:

Office Use Only	
Transcript	x \$5.00 =
Unofficial Transcript	x \$2.00 =
Fax (official transcript)	x \$10.00 =
Other: Copy	x \$1.00 =
Clerk Initial: <input type="text"/>	AMOUNT DUE =
	AMOUNT PAID =

Date Printed: **Date Picked up:**

Date Mailed: **By Whom:**

Date Faxed: **Mailed/Faxed by (Initial):**