Transcript Request

709 Mechem Drive, Ruidoso, NM 88345 * PH: (575) 257-2120 *Fax (575) 257-9409

Important! All financial aid and Accounts Receivable holds must be cleared before a transcript will be released.

Numbers of Copies	Type of Request
	Official transcripts to Institutions, agencies or employees
	Official transcripts to students in a sealed envelope
	Student copies of transcripts issued directly to the student

[ ] Please hold for currently enrolled grades [ ] Please send immediately [ ] Please hold for degree

Please type name and address of person/organization to receive transcript (use only **one address per** request form):

_____
Name

_____
Street Address

_____
City, State, Zip

Student Information

Name: _____
Last **First** **Middle**

Previous last names you may have enrolled under: _____

Student ID: _____ **SSN:** _____

Date of Birth: _____ **Phone Number:** _____

Present Address: _____
Street **City** **State** **Zip**

Signature: _____ **Date:** _____

*** Transcript request will not be processed with incomplete information. Please make sure all required fields are completed.**