

# Transcripts and Records Request Policy

## Transcript Requests

Requests for transcripts must be received in writing or through the National Student Clearinghouse. The transcript release must include name, dates of attendance, date of birth, Social Security number, current daytime phone number, and the signature of the student or former student. The Transcript Release Form is available from Records and Registration or on the College's website.

Official transcripts will be released to specific individuals, institutions, or organizations as specified on the transcript release. Unofficial transcripts may be released directly to students or former students and will be stamped, "Issued to the student at his/her request." Official copies bear the Registrar's signature, the College seal, and are printed on security paper.

The fee for transcripts, either official or unofficial, is \$5 each. The fee is waived for current students. Additional fees may apply when requesting through the National Student Clearinghouse. Transcripts will be processed within two business days upon receipt of request and payment. Students may also print unofficial transcripts from the Student Portal.

Transcripts will not be issued to students or former students who have a hold on their account. Holds are issued for reasons such as unmet financial or other obligations to the College.

## Records Requests

Release of other records may be requested using the Records Release Form available from Records and Registration or the College website. These records may include health records, diplomas, enrollment verification, jury duty deferments, and other records as specified.

Academic records from other institutions will not be released by Bryan College of Health Sciences.