



**Admissions and Records**  
**5151 Pacific Avenue, Box 102**  
**Stockton, CA 95207**  
**(209) 954-5151 Ext. 6177**

## OFFICIAL TRANSCRIPT REQUEST

Service	Process Time	Fee	Accepted
On Demand	Payments are accepted at the Cashiers Office, Horton Administration Building, Room 102A. <b>Identification is required.</b> Processes immediately at the Front Service Window. <i>*Pre-1983 records are archived and <u>not</u> available via this service.</i>	\$15.00	Cash/Check/ Credit Card

**\*\* Students are entitled to receive two free transcripts (lifetime). \*\***

**PRINT INFORMATION CLEARLY:**

DELTA ID#: 98-\_\_\_\_\_ OR SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_

CURRENT LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

LIST OTHER NAMES DURING ATTENDANCE, IF APPLICABLE: \_\_\_\_\_

CONTACT PHONE #: ( ) \_\_\_\_\_

NUMBER OF COPIES REQUESTED: \_\_\_\_\_ DATES OF ATTENDANCE: (TERM/YEAR) FROM \_\_\_\_\_ TO \_\_\_\_\_

**Please initial in acknowledgement: *I understand it is my responsibility to ensure all grades appear on my student record prior to requesting my transcripts.*** \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_