



### Official CSN Co-Curricular Transcript Request Form

Requests for transcripts must be in writing: The College of Southern Nevada complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). Please note that transcripts will be available two weeks after the request is submitted.

Your Name: \_\_\_\_\_  
(As it appears on official college records)

Student C Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Current Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Phone Number: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_

**Please Check One:**

I will pick up my transcript(s) in person by this date: \_\_\_\_\_

I would like my transcript(s) mailed to my current address as listed above.

I would like my transcript(s) mailed to me at this address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to order \_\_\_\_\_ Official CSN Co-Curricular Transcripts

[Note: The first two (2) official transcripts are free of charge.

Transcripts ordered after the initial 2 are \$2.00 each until one month after your graduation date. After that time period each transcript is \$5.00.]

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

**Office Use Only:**

Date Order Filled \_\_\_\_\_ Staff Initials \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_/Date \_\_\_\_\_

Date Order Mailed \_\_\_\_\_