

TRANSCRIPT REQUEST FORM

Mail, email, or fax this form AND a copy of your driver's license to the admissions/registrar office of the DCCCD college you last attended. Please do not send this request to more than one school as all of your DCCCD coursework will appear on the DCCCD transcript that you are requesting.

Note: Students with blocks on their account will not receive a transcript until all blocks are cleared – See the next page for admission/registrar office contact information.

Name: _____ Former Name: _____
Date of Birth: _____ Student ID: _____
Address: _____ City/State/Zip: _____ E-Mail Address: _____
Phone Number: _____

Transcripts are mailed to the addresses you provide below.

WHEN should we mail the transcript? (check one)

D send now D hold for semester grades D hold for degree posting

Note: There is a limit of 5 transcripts per address.

of copies: _____

Name: _____
Address: _____
City/State/Zip: _____

D Need separately sealed transcripts
 D Mail all transcripts together

of copies: _____

Name: _____
Address: _____
City/State/Zip: _____

D Need separately sealed transcripts
 D Mail all transcripts together

of copies: _____

Name: _____
Address: _____
City/State/Zip: _____

D Need separately sealed transcripts
 D Mail all transcripts together

Your official transcript(s) should be sent within 2 business days. (Additional processing time may be required during final semester grade processing at the end of each semester or because of unforeseen system problems.) If you need to follow-up on your request, contact information can be found on the next page.

Student signature _____

Date: _____

Admissions Offices Addresses

Brookhaven College

Attn: Admissions Office
3939 Valley View Lane
Farmers Branch, TX 75244-4997

ph: 972-860-4883
fax: 972-860-4886
transcript-bhc@dcccd.edu

office hours:
M - Th 8:00 a.m. - 7:00 p.m.
Fri 8:00 a.m. - 4:30 p.m.

Eastfield College

Attn: Admissions Office
3737 Motley Drive
Mesquite, TX 75150-2099

ph: 972-860-7167
fax: 972-860-8306
transcript-efc@dcccd.edu

office hours:
M - Th 8:00 a.m. - 7:00 p.m.
Fri 9:00 a.m. - 5:00 p.m.

Mountain View College

Attn: Admissions Office
4849 W. Illinois Ave.
Dallas, TX 75211-6599

ph: 214-860-8600
fax: 972-698-3074
transcript-mvc@dcccd.edu

office hours:
M & Th 8:00 a.m. - 7:00 p.m.
T, W, & Fri 8:00 a.m. - 5:00 p.m.

Richland College

Attn: Admissions Office
12800 Abrams Road
Dallas, TX 75243-2199

ph: 972-238-6948
fax: 972-238-6229
transcript-rlc@dcccd.edu

office hours:
M - Th 8:00 a.m. - 7:00 p.m.
Fri 8:00 a.m. - 5:00 p.m.

Cedar Valley College

Attn: Admissions Office
3030 N. Dallas Ave.
Lancaster, TX 75134-3799

ph: 972-860-8201
fax: 972-860-8001
transcript-cvc@dcccd.edu

office hours:
M - Th 8:00 a.m. - 7:00 p.m.
Fri 8:00 a.m. - 5:00 p.m.

El Centro College

Attn: Admissions Office
801 Main St.
Dallas, TX 75202-3604

ph: 214-860-2311
fax: 214-860-2233
transcript-ecc@dcccd.edu

office hours:
M - Th 8:00 a.m. - 7:00 p.m.
Fri 8:00 a.m. - 4:00 p.m.

North Lake College

Attn: Admissions Office
5001 N. MacArthur Blvd.
Irving, TX 75038-3899

ph: 972-273-3183
fax: 972-273-3112
transcript-nlc@dcccd.edu

office hours:
M - Th 8:30 a.m. - 7:00 p.m.
Fri 9:00 a.m. - 4:30 p.m.