

TRANSCRIPT REQUEST FORM

Mail 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: Student 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: _____	Maiden/former name: _____
Date of Birth: _____	Social Security or Student ID: _____
Address: _____	City/State/Zip: _____
Phone Number: _____	E-Mail Address: _____

Transcripts are mailed to the addresses you provide below.

WHEN should we mail the transcript? (check one)

- send now
 hold for semester grades
 hold for degree posting

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

of copies: _____

Name: _____

Address: _____

City/State/Zip: _____

- Need separately sealed transcripts.
 Mail all transcripts together.

of copies: _____

Name: _____

Address: _____

City/State/Zip: _____

- Need separately sealed transcripts.
 Mail all transcripts together.

of copies: _____

Name: _____

Address: _____

City/State/Zip: _____

- Need separately sealed transcripts.
 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

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

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

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

Richland College

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

ph: 972-238-6100
fax: 972-238-6229

office hours:
M-Th, 8:30 a.m.-7 p.m.
Fri., 8:30 a.m.-5 p.m.

Cedar Valley College

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

ph: 972-860-8201
fax: 972-860-8001

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

El Centro College

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

ph: 214-860-2311
fax: 214-860-2233

office hours:
M-Th, 8 a.m.-7 p.m.
Fri., 8 a.m.-4 p.m.
Sat., 8 a.m.-noon

North Lake College

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

ph: 972-273-3183
fax: 972-273-3112

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

Dallas TeleCollege

Attn: Admissions Office
9596 Walnut St.
Dallas, TX 75243-2112

ph: 972-669-6414
fax: 972-669-6409 (general/advising) or 972-682-7071
(Registrar)

office hours:
M-F, 8 a.m.-5 p.m.