

**WALLACE COMMUNITY COLLEGE SELMA**

 **Office of Admission and Records**

 **PO Box 2530**

 **Selma, AL 36702-2530**

 **Phone (334) 876-9295 • Fax (334) 876-9300**

**REQUEST FOR TRANSCRIPTS**

**PLEASE PRINT** and complete all information below as requested. Incomplete or illegible information could delay processing.

**Student Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Social Security Number** \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ **Date of Birth** \_\_\_\_\_\_/ \_\_\_\_\_\_ / \_\_\_\_\_

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle) (Maiden or Former)

**Phone Number** (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Mailing Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (City) (State) (Zip)

1. **Were you enrolled at WCCS prior to 1984?** \_\_\_\_\_\_\_\_ **Yes** \_\_\_\_\_\_\_\_\_ **No**
2. **Are you currently enrolled at WCCS?** \_\_\_\_\_\_\_\_ **Yes** \_\_\_\_\_\_\_\_\_ **No**

**If no, give last year of attendance.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEND \_\_\_\_\_\_\_\_\_\_\_ COPY OF MY TRANCRIPTS TO:**

 **(How many)**

**RECIPIENTS NAME AND MAILING ADDRESS SPECIAL INSTRUCTIONS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Mail Transcripts Immediately

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Hold Until Current Grades are Recorded

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Hold Until Degree/Certificate is Posted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Hold for Change of Grade

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_

 Student’s Signature Date of Request

The Family Education Rights and Privacy Act of 1974 (PL 93-380), known as the Buckley Amendment, shall apply to the handling of student records at all colleges.

**POLICIES AND PROCEDURES**

* Official transcripts are mailed to institutions, companies, agencies, etc. upon the student’s written and signed consent for release.
* There is no charge for transcripts.
* The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released.
* In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student’s work except upon the student’s written request, except in a case were educational or governmental officials have a lawful need for the information.
* Students may receive a student copy of their WCCS transcript in the Office of Admissions or they may access their WCCS transcript through “My Wallace Selma.”
* Official transcript requests are processed as they are received. REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.
* The College reserves the right not to release a transcript if the student has outstanding financial obligations to the College and/or incomplete student records.
* Written transcript requests should be sent to the following address:

Office of Admissions

Wallace Community College Selma

PO Box 2530

Selma, AL 36702-2530

* Written requests should include name, dates of attendance, Social Security Number, and name and address to which the transcript should be forwarded. NOTE: Students with name changes should include all former names.
* The Admissions Office does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.