

Transcript Request Form – ID is required when presenting in person.

(To request a transcript be mailed: Print this form and fill out completely and include your signature. Form may then be faxed to the number listed below or scanned and emailed to tmorales@greatplains.edu) An official transcript cannot be faxed.

**GREAT PLAINS
TECHNOLOGY CENTER**

4500 W. Lee Blvd., Lawton, OK 73505 - Phone (580) 355-6371 - Fax (580)250-5677
2001 E. Gladstone, Frederick, OK 73542 - Phone (580) 335-5525 - Fax (580)335-2209

OFFICIAL TRANSCRIPT RELEASE (Please print)

Today's Date: _____

Name: _____

List maiden name (or name at time of attendance): _____

Current Address: _____

Current Phone Number: _____

Date of Birth: _____ Last 4 Digits of Social Security Number: _____

Dates of Attendance and/or Graduation: _____

Class(es) taken: _____

Check below all that apply:

I hereby request my transcript be mailed to: _____

I hereby request my transcript be given to: _____

(ID will be required)

I hereby authorize officials of the **Great Plains Technology Center** to release information regarding my attendance and grades for classes I have attended to the above named party.

Student's Signature

Parent/Guardian (if not of legal age)

FOR OFFICE USE ONLY:

ID was presented. Employee Initials: _____

Sent By: _____ **Date Mailed:** _____ **Date Picked Up:** _____