April 8, 2016

Dear Guidance Counselors,

If a student is graduating from your high school this year and he/she needs to request an official transcript from Mount Aloysius College, they can request a transcript online at www.getmytranscript.com or they can complete the attached form and mail it to our office. (If the student requests their transcript online, please skip the student ID box.)

Please give a copy of this letter and the attached form to all dual enrollment students that took a class with Mount Aloysius College.

Sincerely,

Nancy Appley
Records & Registration Specialist
OFFICIAL TRANSCRIPT REQUEST FORM

Date: __________________________

Name: ____________________________________________

Address: ___________________________________________

Phone number: __________________________

Last four digits of your Social Security number: XXX-XX-________

Date of birth: _______________________

Important! Please check if applicable: _____ I wish this order to be delayed until my final grades have been submitted to Mount Aloysius College.

_____ I will pick up _______ (number of) official transcript(s) at the Registrar’s Office at Mount Aloysius College.

_____ I want to have _______ (number of) transcript(s) mailed to myself at the above address.

_____ I want to have _______ (number of) transcript(s) mailed to the third party/parties at the following addresses:

1. ____________________________________________
   ____________________________________________

2. ____________________________________________
   ____________________________________________

3. ____________________________________________
   ____________________________________________

4. ____________________________________________
   ____________________________________________

Signature ____________________________ Date ________________

Transcripts are $5.00 per copy and payment may be submitted in the form of cash or check. (We do not accept credit card payments.)

Please make checks payable to Mount Aloysius College. Transcripts will not be processed until payment is received. Allow five business days for processing.

Please mail this form and payment to the address above.

Office Use Only: Date received __________ Date released __________ Amount received __________ Initials __________

A Mercy College