Center for Continuing Education ■ 2000 Clayton State Blvd ■ Morrow, GA 30260
■ Phone: 678-466-5050 ■ Fax: 678-466-5089 ■ www.conted.clayton.edu

Transcript Request Form

1. Processing time is five (5) working days. Processing time may vary during peak request times.
2. Fees – FREE!
3. Requests may be faxed **(678)-466-5089** or mailed to the address above.

Name_____
LAST FIRST MIDDLE

Phone Number_____ Email Address_____

Last Date Attended: _____

Name(s) while attending CSU-Continuing Education _____

Are you taking a course at CSU-Continuing Education in the current term? YES NO

If not, when did you last attend: _____

Current Mailing Address_____

_____

Would you like your transcript?
◊ ISSUED NOW (5 business days to process)
◊ HELD FOR CURRENT COURSE GRADES and issued upon receipt of final grades

How would you like to receive your transcript?
◊ PICK UP. Picture ID required. Pick up by family/friends requires written authorization.
Pick up copies will only be held 60 days. New request and fee payment required after 60 days.
◊ MAILED – Enter complete mailing address below.

Mailing Address #1 (Free)	**Mailing Address #2 (Free)**
Number of Copies:	Number of Copies:
Complete Address:	Complete Address:

Transcripts only reports courses finished before date printed.
Transcripts cannot include classes or programs in-progress.

Student Signature_____ **Date**_____
Transcripts will not be issued without written authorization.
All financial obligations to the University must be met before a transcript will be issued.

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