



# Reading Area Community College Official Transcript Form

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name \_\_\_\_\_

Former Name(s) \_\_\_\_\_

Social Security # \_\_\_\_\_ RACC ID # \_\_\_\_\_

Date last attended \_\_\_\_\_ or Graduated \_\_\_\_\_

My address has changed since I last attended RACC.

Student Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Contact phone # ( ) \_\_\_\_\_ Personal Email \_\_\_\_\_

Email is an official means for communication at Reading Area Community College. There is a reliance on electronic communication among our students, faculty, staff and administration. This is required for convenience, speed and cost-effectiveness. Allowing the college to retain and use a personal email ensures that important messages may be received by all students. Student emails will only be used for messages related to enrollment, financial aid, student billing, cultural and academic activities endorsed by RACC. Students have the right to opt in/out of the use of their personal email at any time.

### Please mail transcript to:

Myself at the above address

and/or: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Transcript Should be Processed:

- Hold until CURRENT semester grades are posted
- Hold for removal of "I" grade
- Hold for Graduation statement

### Transcripts Requested:

- Undergraduate
- Auctioneering
- Community Education/Technical Programs
- Industrial Management Institute
- Practical Nursing Program from Vo-Tech

Pre-paid fee required. **Fee is \$6.00 per transcript.**

All financial obligations to the College must be satisfied before a transcript is released.

# of copies \_\_\_\_ x \$6.00 = \$ \_\_\_\_\_ Total amount due

**NOTE:** Copies of high school records or other college transcripts will not be included. They must be ordered from the original institution.

**I hereby authorize the release of my official academic record:**

Student Signature: \_\_\_\_\_  
*(Required to release transcript)*

Mail to: **Reading Area Community College**  
**Attn.: Student Records, P.O. Box 1706, Reading, PA 19603-1706**