



**\*High School Diploma Transcript Request\***

Date of this request: \_\_\_\_\_

To obtain a copy of your Central Oregon Community College High School Diploma transcript, please provide the information below.

*Please allow up to 3-5 business days for processing.\**

(COCC reserves the right to withhold transcripts from students who are in debt to the institution.)

***Transcript requests must be in writing with student's signature.***

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Address \_\_\_\_\_

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

SSN \_\_\_\_\_

Date of Birth \_\_\_\_\_

Official (sealed) \_\_\_\_\_ *(quantity needed)*

Unofficial \_\_\_\_\_ *(quantity needed)*

Send to: \_\_\_\_\_  
*(name and address of school or college)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return completed form to the Adult Basic Skills Office and your transcript(s) will be sent.**

**FOR OFFICE USE ONLY**

Received by COCC: \_\_\_\_\_

Date: \_\_\_\_\_