



# BROOKLINE COLLEGE

## Transcript Request Form

Complete all items on form. Requests made by telephone or verbally without completed form will not be accepted or processed. ***If form is faxed, please include a cover page.***

*Please print legibly or type form.*

**Year(s) attended:** \_\_\_\_\_ **Campus attended** (*select one below*):

- Phoenix** – Registrar, 2445 W. Dunlap Ave., Ste. 100, Phoenix, AZ 85021 **Fax:** 602.973.2572
- Online**
- Mesa / Tempe** – Registrar, 1140-1150 S. Priest Dr., Tempe AZ 85281 **Fax:** 480.926.1371
- Tucson** – Registrar, 5441 E. 22nd St., Ste 125, Tucson, AZ 85711 **Fax:** 520.748.9355
- Albuquerque** – Registrar, 4201 Central Ave. NW, Ste. J, Albuquerque, NM 87105 **Fax:** 505.352.0199
- Oklahoma City** – Registrar, 9801 Broadway Extension, Oklahoma City, OK 73114 **Fax:** 405.842.3350
- West Valley** – Academic Affairs, 2111 E. Highland Ave., Ste. B-400, Phoenix, AZ 85016 **Fax:** 602.644.7024

### 1. Student Name

\_\_\_\_\_  
Last, First, Middle Initial Maiden or other

Social Security or Student ID Number: \_\_\_\_\_

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

Daytime Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 2. Current Student Address

Number and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 3. Number of Transcripts to be mailed to address below\*:

*(\*If transcript is to be sent to more than one address, please use additional forms)*

- Hold for pickup

Name: \_\_\_\_\_

Number and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. Student signature\*\*** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*\*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. It is Brookline College's policy that student records will not be released without a student's approval.*

*(A transcript request will not be processed until all financial obligations to the institution have been met)*