



**CARL  
SANDBURG  
COLLEGE**

# Transcript Request Form

Office of Records & Registration  
2400 Tom L Wilson Blvd. Galesburg, IL 61401  
Phone: 309-341-5237  
Fax: 309-344-3291  
Email: [transcripts@sandburg.edu](mailto:transcripts@sandburg.edu)

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
(Last Name) (First Name) (M.I.) (Maiden Name – if applicable)

Birthdate: \_\_\_\_\_ Last 4 of SS# or Sandburg ID: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
(Street) (Apartment/Unit)

\_\_\_\_\_  
(City) (State) (ZIP Code)

Please update my address and/or phone number:  YES  NO Number of copies requested: \_\_\_\_\_

Email address for **ELECTRONIC** delivery only: \_\_\_\_\_

**INCLUDE FULL NAME AND MAILING ADDRESS. Note: THE COLLEGE MAY CONTACT YOU TO VERIFY MAILING ADDRESS OF RECIPIENT**

**Send Transcript To:**

- \_\_\_\_\_ Please send transcripts now
- \_\_\_\_\_ When Grades are Posted
- \_\_\_\_\_ When Degree/Certificate is Posted
- \_\_\_\_\_ Pick up transcript now
- \_\_\_\_\_ Please check here only if you were a student before 1985
- \_\_\_\_\_ Please issue transcript for employment purposes. Transcripts will be issued directly to the employer.

REQUESTOR'S SIGNATURE: \_\_\_\_\_

I authorize Carl Sandburg College to release my academic transcript to the institution or person(s) above. Under the Student Debt Assistance Act (Public Act 102-0998), Carl Sandburg College will issue *official* transcripts to current or prospective employers, regardless of a student's unpaid debt. The College can also issue *unofficial* transcripts to directly to students as requested. However, if a student has an outstanding debt to the College, the College cannot issue *official* transcripts for reasons other than employment until the student's debt is paid. When the financial obligation has been cleared, we will be happy to issue both official and unofficial transcripts to the student and any other institution/agency they designate. If you would like to make arrangements for an unpaid balance, please contact the Business Office at (309) 341-5210.

**Transcripts will be sent electronically whenever possible through Parchment® to in-network recipients.**

-----For office use only-----

Transcript was sent: \_\_\_\_\_ Mailed:  Faxed:   
Processed by: \_\_\_\_\_ Parchment:  Picked up: