Ozarka College

TRANSCRIPT REQUEST FORM
Office of the Registrar

Please Read Instructions Carefully

1. There is no fee for transcripts at this time, however all admissions requirements and financial obligations must be met before transcripts may be released.
2. Complete a separate transcript request form for each destination to which you want transcripts mailed, and include the complete mailing address. Do not use school abbreviations.
3. Transcripts may be released only with the written authorization of STUDENT.
4. No phone requests accepted.
5. Please allow at least 2 to 3 days for processing of mailed or faxed transcript requests.

Completed forms may be faxed to 870-368-2091 or mailed to:
Ozarka College, Registrar, PO Box 10, Melbourne, AR 72556
Emailed forms will not be accepted unless they are scanned copies bearing the student's signature.

PLEASE PRINT ALL INFORMATION LEGIBLY

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<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Former Names</th>
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<tr>
<th>Current Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<thead>
<tr>
<th>Telephone Number</th>
<th>E-mail address</th>
<th>Date of Birth</th>
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<tbody>
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When did you first enroll at Ozarka College?  
Term_________  Year_________
When were you last enrolled at Ozarka College?  
Term_________  Year_________
Currently attending? ___________________

I AUTHORIZE RELEASE OF MY OZARKA COLLEGE TRANSCRIPT(S) AS INDICATED BELOW:

Mail transcript(s) now _____  How many? _____  Please also send my:
Mail after current semester grades are posted. _____  Immunization records _____
Do not mail, I will pick up. _____  Compass scores _____

________________________________________________________________________

Student Signature ___________________________  Date __________

MAIL TO: (Include a complete address, and submit a separate request form for each address).

________________________________________________________________________

________________________________________________________________________

If you would like your transcript sent electronically to the Arkansas Department of Higher Education for the AR Challenge Scholarship, you may just check this box.  [ ]