



TRANSCRIPT REGULATIONS:

1. In order to respect students' rights to keep their academic records confidential, students must request a transcript in writing. They may do this by completing a form available in the Registrar's office or by mailing a written request. In order for requests to be processed, the appropriate fee must be included. We are unable to process faxed requests.
2. **Plan Ahead!** If you know you'll need a transcript, allow enough time for your request to reach us, for us to process the request, and for the transcript to reach its destination. At the beginning and end of each semester it can take five days just to process your request – at other times only two days.
3. Transcript request will not be processed until all financial obligations with the college have been met.
4. Mail to: Keystone College, One College Green, LaPlume, PA 18440, Attention: Registrar's Office.

TRANSCRIPT FEE : \$5.00/per copy

Signature: _____ **Date:** _____

Social Security Number: _____

Name, if different when you attended Keystone College: _____

Send transcript: _____ **Now** _____ **hold for final grades**

Please print: Student's Name and Address

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| Office Use Only: |
| Amount Due: |
| Amount Paid: |

Send to: (Recipient's Name and Address)

(Please print clearly, stay in box lines)

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