

**PLEASE READ BEFORE  
FILLING OUT THE TRANSCRIPT REQUEST FORM**

# Coastline Community College

## Official Transcript Policy

Transcripts will be withheld for any college debts.

### **FEES**

The first two transcripts **EVER** requested are free. Subsequent transcripts are issued at a cost of \$3.00 per copy. For a **RUSH** transcript there is an additional \$5.00 per copy.

### **FINAL TRANSCRIPTS TO SHOW SEMESTER GRADES**

1. Requests will be accepted two weeks or less prior to the end of the semester.
2. Transcripts will be issued within 20 working days from the close of the semester or session.

### **OFFICIAL TRANSCRIPTS**

1. Transcripts sent from Coastline Community College to another college are considered to be official. Personal or hand carry copies are official until envelope is opened and will be stamped "Issued to Student...".
2. No partial transcripts will be issued.
3. In accordance with the Family Educational Rights and Privacy Act of 1974, records may not be released to a third party without the written authorization of the student.
4. Picture I.D. required to pick up transcripts.

### **OTHER COLLEGE TRANSCRIPTS**

Only course work taken at Coastline Community College will be shown on the transcript. Copies of transcripts from other colleges must be requested from each institution.

