

NATIONAL PARK COMMUNITY COLLEGE TRANSCRIPT REQUEST FORM

101 College Drive
Hot Springs, AR 71913
FAX: 501-760-4100

TRANSCRIPT PROCEDURES

All official transcripts are \$2 per copy. Transcripts will not be processed until \$2 per copy fee is paid. Any exemptions from paying the fee must be approved by the Registrar's Office. If you fax this request, your credit card number, expiration date and three digit VIN code numbers are required.

Note: NPCC processes *official transcripts only*. Unofficial copies of a transcript may be printed via the **Campus Connect** link on the NPCC web-site at www.npcc.edu.

- *Transcripts are not processed on a while-you-wait basis.*
- *Transcripts will be processed within 3 WORKING BUSINESS DAYS except during registration and grading processes. Please allow at least 2 weeks processing at the beginning and end of the semester.*
- *Financial obligations to NPCC must be satisfied before a transcript may be issued.*
- *In accordance with federal law pertaining to the Family Privacy Act, transcripts will not be released to a third party without the student's written permission.*

WE DO NOT FAX TRANSCRIPTS OR ACCEPT E-MAIL REQUESTS or PHONE REQUESTS

Student's Name (list all last names)	Date _____
_____	SS# required _____
_____	Date of birth _____
Address _____	Daytime Phone# _____
_____	_____
_____	_____
	*Student's Signature

Did you graduate from Quapaw Technical Institute? _____ If so, what year? _____

_____ Number of transcripts to be picked up after 3 working business days, (trans will be destroyed after 30 days)

_____ Number of transcripts to be mailed (give complete address on lines below)

_____ Number of transcripts to be mailed after posting current semester grades (**OR**)

_____ Number to be mailed after receiving a degree at the end of the semester

***MAIL TO (INCLUDE COMPLETE ADDRESS):**

FOR OFFICE USE ONLY
PAID _____
Pickup, Mailed or SPEEDE
DATE _____ BY _____