



# RIVERSIDE EDUCATIONAL PROGRAMS

ATTN: Student Services RCHC  
316 Main Street • Newport News, VA • 23601  
(757) 240-2200 • (757) 240-2225 Fax

## TRANSCRIPT REQUEST FORM

PLEASE PRINT LEGIBLY

NAME: \_\_\_\_\_ FORMER NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SSN: XXX-XX-\_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM ATTENDED: \_\_\_\_\_

GRADUATE/YEAR: \_\_\_\_\_  CURRENT STUDENT  WITHDRAWN STUDENT

QUANTITY REQUESTED:  OFFICIAL: \_\_\_\_\_  UNOFFICIAL: \_\_\_\_\_

PICK-UP IN PERSON - **\$7.00 per copy** processed and available within 3 business days.  
*\*No charge for currently enrolled students.*

BULK MAIL - **\$8.00 per copy** processed and mailed within 5 business days.  
*\*No charge for currently enrolled students.*

FIRST CLASS MAIL - **\$10.00 per copy** processed and mailed the next business day.  
MAIL TO THE FOLLOWING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Official transcripts will not be released to persons who are delinquent on meeting financial obligations to their program or considered not to be in good standing. Due to federal privacy laws, a written form request with the student's signature is required. We cannot fulfill email or telephone requests for transcripts nor can we deliver processed transcripts via fax or email. Transcripts requested for pick-up will be kept for 30 days and then be destroyed (additional fees will be incurred should a request have to be duplicated). Additional time should be allowed for transcripts prior to 1976; these may take up to 10 business days prior to pick-up or mailing availability.*

\_\_\_\_\_  
SIGNATURE DATE

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PAYMENT OPTIONS:  VISA  MC  AMEX  DISCOVER  MONEY ORDER ENCLOSED

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ 3-DIGIT SECURITY CODE \_\_\_\_\_