



Request For Transcript From a Previous College or High School

Request for a Transcript from a Prior College/University

Complete and submit this form to **your prior College/University** to request that an official copy of your transcript be sent to:

Owens Community College
Records Office
P.O. Box 10, 000
Toledo, OH 43699-1947.

567-661-7378
1-800-GO-OWENS, Ext. 7378

Note to student: Please be sure to include your maiden and married name, if applicable. Please note that a fee may be required when requesting your transcript from a prior College/University.

Note to college/university: In order to complete a student's file, Owens Community College Records Office must have a copy of previous college transcript(s).

Name _____
Last First M.I. Maiden

Address _____

Social Security Number _____ Phone Number _____

Birthdate _____ Date of Attendance _____

Signature _____ Date _____

Request for High School Transcript

Complete and submit this form to **your High School** to request that a copy of your transcript be sent to:

Owens Community College
Records Office
P.O. Box 10, 000
Toledo, OH 43699-1947.

567-661-7378
1-800-GO-OWENS, Ext. 7378

Note to student: Please be sure to include maiden and married name, if applicable. Please note that a fee may be required when requesting a transcript from your High School.

Note to high school: In order to complete a student's file, Owens Community College Records Office must have a copy of the student's final high school transcript. **Please include graduation date, final grade point average and class rank. TRANSCRIPT MUST BE IN A SEALED HIGH SCHOOL ENVELOPE.**

Name _____
Last First M.I. Maiden

Address _____ Phone Number _____

Social Security Number _____ H.S. Graduated From _____

Birthdate _____ ACT Score SAT Scores

Signature _____ Date of Graduation _____