



TRANSCRIPT REQUEST FORM

Please complete all items on the form. Requests made by telephone or verbally without the completed form will not be accepted or processed. *If the form is faxed, please include a cover page.*

1. Year(s) Attended _____

2. Select Campus (send form to Brookline College at the address or fax number shown):

- Albuquerque** Registrar, 4201 Central Ave., N.W. , Ste J, Albuquerque, NM 87105 Fax: 505.833.2087
- Phoenix** Registrar, 2445 W. Dunlap Ave, Ste 100, Phoenix, AZ 85021 Fax: 602.973.2572
- Online** Registrar, 2445 W. Dunlap Ave, Ste 100, Phoenix, AZ 85021 Fax: 602.973.2572
- Tempe/Mesa** Registrar, 1140-1150 S. Priest Dr., Tempe, AZ 85282 Fax: 480.926.1371
- Tucson** Registrar, 5441 E. 22nd Street, Tucson, AZ 85711 Fax: 520.748.9355
- OKC/West Valley** Registrar, 2445 W. Dunlap Ave, Ste 100, Phoenix, AZ 85021 Fax: 602.973.2572

3. Student Information

Name _____
Last , First, Middle Initial _____ Maiden or other name _____

Social Security or Student ID # _____ Date of Birth _____

Daytime Telephone # _____ E-mail _____

Address (Number and Street) _____

City _____ State _____ Zip _____

4. Number of Transcripts Requested

Official _____ Unofficial _____ Hold for pick-up Mail to address below
(If transcripts are to be sent to more than one address, please use additional forms)

Name _____

Address (Number and Street) _____

City _____ State _____ Zip _____

5. Student Signature*

_____ Date _____

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. It is Brookline College's policy that student records will not be released without a student's approval.

Students are entitled to receive official transcripts upon their request. The first 2 transcript requests are complimentary. Each subsequent request will be charged \$10 per transcript. A transcript request will not be processed for a student who is financially delinquent to Brookline College. That is, an official transcript will not be issued until all financial obligations to the institution have been met. The financial delinquency provision does not apply in the case of Health Care program completers who are taking the State Board exam may have an official transcript sent to the State Board.