



CARL ALBERT  
STATE COLLEGE

# Transcript Request Form

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

Instructions: Admissions personnel, please mail my transcript to the address below. I have attached photo ID for verification of my identity. **【please print clearly】**

## Student Information:

SSN or CASC ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Former Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Date Last Attended CASC: \_\_\_\_\_  Check here if you are currently enrolled with CASC?

List all previous CASC degrees earned and year: \_\_\_\_\_

Check here if you wish to update your CASC records using the above Student Information.

## Send my CASC Transcript to:

College Name/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ [A maximum of 10 copies per request.]

When do you want the transcript mailed?  Now  After final grades  After graduation



STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Transcripts Request Policy

Student should return this *Transcript Request* form by mail or fax or in-person to the Office of Admissions, at the address below, with a copy of your photo ID (ex. Driver's license, CASC ID card, tribal ID, or military ID). Students are asked to submit one *Transcript Request* for each mailing.



Office of Admissions & Records  
1507 So McKenna  
Poteau, OK 74953  
voice 918-647-1300 • fax 918-647-1306

Transcripts are mailed within 5 working days after receipt of request. Transcripts are not issued if an institutional "HOLD" exists, including Business, Financial Aid, Library, or other. Once the HOLD is cleared, request will be processed. Transcripts *cannot* be emailed or faxed. Students may print their own unofficial transcript using VIKECONNECT. No fee is charged to fulfill this mailing request.

A fee-based, electronic delivery service of the official CASC transcript is now available. See link at [www.carlalbert.edu](http://www.carlalbert.edu) and click on Admissions and then on *Transcript Request*. (Important: this is not an overnight delivery service).

Identification and signature permission is necessary to verify your authority to request a transcript and safeguard your privacy from those who do not have such authority (*in compliance with Federal Education Rights and Privacy Act*).