



Records Office  
% Transcripts  
235 North National Avenue  
PO Box 1940  
Fond du Lac, WI 54935  
Fax 920-924-3513

## Transcript Request

Student's Name \_\_\_\_\_  
(Last) (First) (M.I.) (All Previous Names)

SSN/ID # \_\_\_\_\_ Birth Date \_\_\_\_\_

Current Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Name changes can be made to your student record only if official documentation is submitted to the Records Office (driver's license, marriage certificate, etc.)

**Prepare Transcripts:** (check appropriate box/es)

- Send transcript immediately
- Release transcript after final grades are complete for current semester
- Release transcript after degree information is complete
- Member of Phi Theta Kappa

Transcripts released in a sealed envelope directly to students will read **Issued to Student**; those released to third parties will read **Official Transcript Enclosed**.

- Mail transcript to the following: (Requestor is responsible for providing the full name and address of the recipient/s.)

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

**Cost of Transcripts:**

Normal Processing: \$6 per transcript (Transcripts are processed within 10 working days of receipt.)  
On-Demand Processing: \$10 per transcript

Note: On-Demand transcripts can only be requested IN PERSON at the Fond du Lac campus.  
Transcripts will not be processed if a student has any outstanding debts at Moraine Park.

**Fees Paid By:**

- Cash
- Check
- Credit Card

Credit Card Type \_\_\_\_\_  
Credit Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Office Use Only	
Date Received:	___/___/___
Date Sent:	___/___/___

**Questions? [transcripts@morainepark.edu](mailto:transcripts@morainepark.edu)**

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.