Arizona Western College
Admissions & Registration
928-344-7550
records@azwestern.edu

TRANSCRIPT REQUEST

A fee of $10.00 per official transcript is due prior to submitting request. For online transcript ordering, please visit Parchment.com

Please Print

Student ID #:_____ Date of Birth:_____

Name:_____
Last First MI

Previous names used while attending: _____

Dates attended AWC: _____

Phone #: _____ Email address: _____

Number requested: Official_____ Unofficial_____

For **requests to mail transcripts**, please provide the exact mailing address to which the transcript will be sent. Complete a separate request form for each address.

Institution/Name: _____

Attn/Office: _____

Address: _____

City, State, Zip: _____

Hold Requests:

☐ Final grades for term _____(list term)

☐ Grade change for term _____(list term) _____(list course)

☐ Degree/Certificate posting _____(list term)

Student signature: _____ **Date:**_____

**TRANSCRIPT REQUESTS MAY TAKE UP TO FIVE BUSINESS DAYS TO FULFILL.
Student transcripts are only issued to the student, or the student's representative with a written release and student's signature. A valid picture ID must be presented when receiving transcripts in person.

Transcripts are not released if there are outstanding financial balances, excluding exceptions noted in the current academic catalog.

AWC transcripts include all work at Arizona Western College, any transfer credits, and any work in progress.

For Office Use Only: ☐ ID Checked by _____ Date_____

Received By:_____Date:_____Processed By:_____Date:_____

dw
ARRS 10-14-24