

Transcript Request

- Regular** \$5.00 each (*processed within 5-10 business days*)
 Rush \$15.00 for one copy, \$5.00 for each additional copy (*processed within 24 hours*)

Payment Methods

- Cash** (*submitted with request, will be processed within 3-5 business days*)
 Check (*Checks and money orders payable to SJCOE and must be submitted with request*)
 Debit/Credit (*If you have access to the TCSJ database: <http://tdev.sjcoe.org>, please submit payment within 24 hours of request. If payment not received, request will be voided.*)

TCSJ / SJCOE Program (*please check one*)

- | | |
|---|---|
| <input type="checkbox"/> M.Ed. Program | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> IMPACT Program | <input type="checkbox"/> IMPACT – Los Angeles |
| <input type="checkbox"/> Professional Learning Center
(non-degree units) | <input type="checkbox"/> IMPACT – Tulare |

Student Information

Last Name: _____ First: _____ Middle: _____
 Previous Name(s) if any: _____
 Date of Birth: _____ Last 4 digits (SSN) _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ E-Mail: _____

- Address Change

Student Receiving Transcript

- Mail to student. Number of Copies: _____
 Student will pick up. Number of Copies: _____
Transcripts to be picked up will be held for 30 days and then destroyed. No refunds.
 Mail directly to Institution (Name): _____
 Attn: _____
 Address: _____

I understand that my signature authorizes the release of my academic records.

 Signature of Student Date

Delivery Methods-Transcript Request Form

Email: tcsjadmissions@sjcoe.net	Fax: 209.468.9124	In Person: Teachers College of San Joaquin 2857 Transworld Drive Stockton, CA 95203	By Mail: Teachers College of San Joaquin P.O. Box 213030 Stockton, CA 95213-9030
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