

Harper College

Community Education (non-credit) Transcript Request

Community Education Office
 1200 West Algonquin Road
 Palatine, Illinois 60067-7398
 Phone: 847.925.6300
 Fax: 847.925.6810

Instructions:

1. Please type or print clearly.
2. You are responsible for a correct and complete address. Fill out a separate form for each different address that transcript is to be sent.
3. If "Process now" is selected below your Harper transcript will generally be mailed within four working days except during peak times when the process may take two weeks. If you require the current semester grades, the transcript will be processed at the end of the semester. Please plan accordingly.
4. Transcripts sent via fax are unofficial transcripts. Official transcripts must be sent by U.S. mail.
5. Harper College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials.

Student's I.D. number:	Last Attended:	
Student's Name:	Former name:	
Address:	Apt.	
City:	State:	Zip:
Phone:	Student's email:	

If transcript is to be mailed please indicate mailing name and address (If the same as above write same as above in space below):

Check appropriate box(es):

<input type="checkbox"/>	Number of transcripts requested.
<input type="checkbox"/>	I will pick up transcripts(s) personally. (Maximum of two allowed.)
<input type="checkbox"/>	Process now.
<input type="checkbox"/>	Hold for current semester grades
<input type="checkbox"/>	Fax transmission-unofficial transcript only. I understand that a faxed unofficial transcript may be received in an open area and may be seen by the persons other than the addressee. Fax#:
<input type="checkbox"/>	Comments or other instructions:

I hereby certify that, to the best of *my* knowledge, the information furnished is true, correct and complete. I understand that providing false or misleading information is significant cause for dismissal from the institution, loss of financial assistance, or assignment of other sanctions as determined by the College.

 Signature of Student

 Date

OFFICE USE ONLY

 Date processed:

 Processed by: