



Feather River College

# ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971

(530) 283-0202 – Fax (530) 283-9961

[Admissions-Records@frc.edu](mailto:Admissions-Records@frc.edu)

## Transcript Request

Please print and complete a separate request for transcripts being sent to different locations.

**ALL INFORMATION IS REQUIRED**

FRC ID # or SS # _____		Date of Birth _____		
Name _____				
Last	First	Initial	Maiden /Other Name	
Address _____		Phone (____) _____ - _____		
Street/PO Box City		State	Zip	
Address will be updated in the system unless this box is checked:		<input type="checkbox"/> Do not update address		
Signature _____				Date _____

<input type="checkbox"/> Send transcript now ( <b>will not include grades for current semester</b> )
<input type="checkbox"/> Send transcript at the end of <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____ with final grades.
<input type="checkbox"/> Hold transcript until degree or certificate is posted for <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____

# of Copies:
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Send to above address

Send Transcript(s) to: Name/School \_\_\_\_\_

# of Copies:
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Department/Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### TRANSCRIPT FEES:

\*The first two official transcripts are free. (Does not apply to RUSH transcripts.)

\*Official transcripts beyond the first two are \$5.00 each.

\*RUSH transcripts (2-3 day priority mail) **additional** \$10.00 each.

\*Unofficial transcripts are available through MyFRC (student portal).

**All requests after first two free ones must be accompanied with payment.**

**Make checks payable to Feather River College or provide Visa/MasterCard information.**

VISA/MC NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

RECORDS OFFICE USE ONLY: Processed by _____ Fee \$ _____ Date _____
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