



TRANSCRIPT REQUEST FORM

ATTN: RECORDS LEE COUNTY CAMPUS
 ATTN: RECORDS COLLIER COUNTY CAMPUS
 ATTN: RECORDS CHARLOTTE COUNTY CAMPUS
 ATTN: RECORDS HENDRY/GLADES COUNTY CENTERS

239/489-9121
 239/732-3701
 941/637-5654
 863/674-0408

8099 College Pkwy, Fort Myers FL 33919
 7007 Lely Cultural Pkwy, Naples FL 34113
 26300 Airport Road, Punta Gorda FL 33950
 4050 Cowboy Way, LaBelle FL 33935

Instructions for processing your transcript request (Please print clearly in blue or black ink.):

- ✓ Your transcripts will not be released if there are outstanding obligations to the College.
- ✓ All transcripts are sent electronically, unless paper copies are specifically requested.
- ✓ A separate request form is required for each address you wish the transcript to be sent.
- ✓ Please allow three (3) business days for your request to be processed.
- ✓ You must have photo identification (driver license or student ID card) when picking up transcript(s) at the counter.

Hand delivered transcript requests: Pay the transcript fee (\$5 per copy) at the Cashier's Office on your campus. Take your receipt and your request to the Registration area for processing.

Mail-in transcript requests: Mail your request along with a money order or check for the transcript fee (\$5 per copy) to the attention of **Admission & Registration** at your campus address above.

Student Banner ID number: _____ Number of copies requested: _____

Student Name: _____ Former Names: _____

Student Signature: _____ Request Date: _____

Date of Birth: _____ Year First Attended Edison: _____ Phone: () _____

Current Address: _____
(Street or PO Box) (City) (State/Zip) (Country)

SPECIAL INSTRUCTIONS :

- Send transcript immediately.
- Hold for posting of current term grades (Circle one): Full Mini A Mini B
- Hold for posting of degree for the current term.
- Hold for 48-hour pick up on: Date _____

SEND TRANSCRIPT TO:

Office/Person : _____
 College/Organization: _____
 Address: _____
 City: _____
 State or Province: _____
 ZIP or Postal Code: _____

For College Use Only Processed by: _____ Date: _____

Your transcript is not being released for the following reason(s):

- Financial obligation to the College, please call the Cashier's Office for further assistance.
- Library obligation for materials and/or fines, please call the Library for further assistance.
- Other obligations to the College, please call the registration area on your campus.

Please resubmit your request after you have satisfied your obligation to the College. Thank you