



**ATTN: ADMISSIONS/REGISTRATION**

LEE COUNTY CAMPUS  
8099 College Parkway  
Fort Myers, FL 33919  
(239) 489-9317

COLLIER COUNTY CAMPUS  
7007 Lely Cultural Parkway  
Naples, FL 34113  
(239) 732-3701

CHARLOTTE COUNTY CAMPUS  
26300 Airport Road  
Punta Gorda, FL 33950  
(941) 637-5654

HENDY/GLADES COUNTY CENTERS  
1092 East Cowboy Way  
LaBelle, FL 33935  
(863) 674-0408

***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 by mail.
- ✓ 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 **Admissions & 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**