

# DACC TRANSCRIPT REQUEST

**Electronic Transcripts – Must be requested through the Parchment Website. Please go to DACC.EDU and follow the link under Records. You DO NOT need to fill out this form.**

**Official Transcripts = \$7.50**

**Unofficial Transcripts = Given to student in person  
Or e-mailed directly to the student = FREE**

*Please return form to:* Danville Area Community College  
Attn: Records                      Email: records@dacc.edu  
2000 E. Main St.                      Phone: (217) 443-8797  
Danville, IL 61832

\_\_\_\_\_ Give my transcripts to me (or) \_\_\_\_\_ Send my transcripts to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL NUMBER OF COPIES REQUESTED: \_\_\_\_\_

When should transcripts be sent?

\_\_\_\_\_ Now

\_\_\_\_\_ When semester grades are posted. For \_\_\_\_\_ Semester

\_\_\_\_\_ After degree has been posted. For \_\_\_\_\_ Semester

**\*\*Transcripts are usually mailed out within 2 business days\*\***

FOR OFFICE USE ONLY:

THIS TRANSCRIPT WAS SENT

This form MUST be filled out only by the student requesting the transcript!

**Please print legibly:**

Current Name:

\_\_\_\_\_  
(Last) (First) (Middle)

Other Previous Last Names (if any): \_\_\_\_\_

Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Student ID #: \_\_\_\_\_ OR

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Current Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Home)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Cell)

***Do you have any DACC records before 1992? Yes \_\_\_\_\_ No \_\_\_\_\_***

\_\_\_\_\_  
(Signature) (Date)

BY: \_\_\_\_\_

ON: \_\_\_\_\_