

Financial Obligations Must Be Paid Before Any Transcripts Are Released.

DACC TRANSCRIPT REQUEST

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

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

Please print legibly:

Official Transcripts = \$5

Current Name:

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

(Last) (First) (Middle)

Please return form to: Danville Area Community College
Attn: Records (217) 443-8797 office
2000 E. Main St. (217) 443-8337 fax
Danville, IL 61832

Other Previous Last Names (if any): _____

____ Give my transcripts to me (or) ____ Send my transcripts to:

Birthdate: ____/____/____

Student ID #: _____ OR

Social Security #: _____ - _____ - _____

Current Address: _____
(Street)

TOTAL NUMBER OF COPIES REQUESTED: _____

(City) (State) (Zip Code)

When should transcripts be sent?

Current Phone Number: _____ - _____ - _____ (Home)

____ Now

_____ - _____ - _____ (Cell)

____ When semester grades are posted. For _____ Semester

Do you have any DACC records before 1992? Yes ____ No ____

____ After degree has been posted. For _____ Semester

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

(Signature) (Date)

FOR OFFICE USE ONLY: THIS TRANSCRIPT WAS SENT

BY: _____ ON: _____