



Office of Records and Registration

107 College Drive Butler, PA 16002
724-287-8711 ext. 8253 Fax: 724-287-0092

OFFICIAL TRANSCRIPT REQUEST FORM

Official Transcript Request Form Instructions:

- 1. Students must type directly or print legibly on this form.
2. Request must include student signature to release the official transcript.
3. Form may be mailed, faxed to BC3 or scanned & emailed (information listed above)

STUDENT INFORMATION (PLEASE PRINT-Blue/Black Ink Only)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_
Current Name (Last, First, M.I.) \_\_\_\_\_
Former Last Name or Maiden Name \_\_\_\_\_
Current Mailing Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
Date of Birth \_\_\_\_\_ BC3 ID or Last Four of SSN \_\_\_\_\_
Personal Email \_\_\_\_\_ Telephone \_\_\_\_\_

WHO ARE YOU SENDING THE TRANSCRIPT TO?

Name of Recipient/Institution \_\_\_\_\_
Attention To (Office Department/Person) \_\_\_\_\_
Mailing Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
Recipient Email (if institution is not listed, see directions on back\*) \_\_\_\_\_

Select One Delivery Method: [ ] Electronic Delivery [ ] Regular Mail [ ] Pick Up in Person

When to Process: [ ] Send Now
[ ] Hold - End of Semester
[ ] Hold - Degree Posted

REMINDERS:

- Allow three (3) business days to receive, process and mail the transcript to the address provided above.
• Official transcripts are not released if there is a financial or other obligation to the college.
• Photo ID is required if picking up the transcript.
• Signed written permission must be provided if someone else is picking up the transcript.
• The entire student academic record is included on the transcript.

OFFICE USE ONLY:

Date Form Received: \_\_\_\_\_ Date Transcript Processed: \_\_\_\_\_

# Academic Transcripts

Official Transcripts are maintained in the Office of Records and Registration. **In order to protect students' privacy rights, we must receive a signed request before releasing transcripts.** Transcript requests may NOT be requested by phone.

Currently enrolled and former students who have attended BC3 within the last two years prior to the transcript being requested may do so utilizing their MvBC3 Student Portal Account. Transcripts can also be requested in person at the Office of Records and Registration or any BC3 campus location. Transcripts may also be ordered by mail or fax.

## Requests by mail should be sent to:

Butler County Community College  
Office of Records and Registration  
P.O. Box 1203  
107 College Drive  
Butler, PA 16003-1203

## Requests by fax:

Fax: 724-287-0092

## Requests by scanning and email:

Email: [registration@bc3.edu](mailto:registration@bc3.edu)

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery.

Electronic transcript delivery is available via e-SCRIP-SAFE. Transcripts to institutions that are participating in the e-SCRIP-SAFE network will be delivered electronically. To see a list of institutions that we can send electronic transcripts to, view the *e-SCRIP-SAFE network membership list*. [https://escrip-safe.com/schools/member\\_list](https://escrip-safe.com/schools/member_list),

\*If the institution is not on this list or if you would like your transcript sent to an individual, please provide the name and email address of the recipient and we will deliver it electronically through e-SCRIP-SAFE's out of network service.