



**Records and Registration Office**

**Butler County Community College**

**107 College Drive**

**Butler PA 16002**

**724-284-8510**

**Fax: 724-287-0092 Email: registration@bc3.edu**

**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 \_\_\_\_\_

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

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

**WHO ARE YOU SENDING THE TRANSCRIPT TO?**

Name of Recipient/Institution \_\_\_\_\_

Attention To (Office Department/Person) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**OR**

Recipient Email (\*If institution is not listed, see directions on back.) \_\_\_\_\_

**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 Received: \_\_\_\_\_ Date Transcript Processed: \_\_\_\_\_

## Academic Transcripts

Official Transcripts are maintained in the Records and Registration Office. **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 Records and Registration Office 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  
Records and Registration Office  
107 College Drive  
Butler, PA 16002  
Fax: 724-287-0092  
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 a new delivery method Butler County Community College is offering 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.

You can request transcripts using the *Transcript Request Form (PDF)* or by mailing a written request which includes the following information:

- Full name, and any former names
- Butler County Community College ID or Last four digits of your SSN
- Date of Birth
- Daytime telephone number
- Current address
- Complete mailing address where transcript should be sent (specify department or person to whom transcript should be addressed)
- Transcripts cannot be faxed
- Your signature (transcripts cannot be processed without signature)