

TRANSCRIPT REQUEST FORM  
OFFICE OF THE REGISTRAR

TODAY'S DATE: \_\_\_\_\_

NOTE: No transcript request will be issued unless at least one graded Park University course appears on the transcript.  
No outstanding balance may show on the student's account.  
No transcript (Official or Unofficial) can be ordered by phone or fax.  
Official transcripts mailed directly to student will be stamped "Official Transcript Issued to Student in Sealed Envelope"  
Transcripts must be ordered through the Mail or online at <https://www.park.edu/registrar/transcripts>

<u>TO BE COMPLETED BY PARK UNIVERSITY STAFF</u>	
PROCESSED DATE _____	
CC\$ _____	CHECK\$ _____
CASH\$ _____	UNABLE TO RELEASE REASON _____
STAFF SIGNATURE: _____	
*PERSONAL CHECKS MUST HAVE DRIVER'S LICENSE NUMBER, ISSUING STATE AND EXPIRATION DATE NOTED*	

REGISTRAR 08/2022