



Feather River College

ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971

(530) 283-0202 – Fax (530) 283-9961

Admissions-Records@frc.edu

Transcript Request

Please print and complete a separate request for transcripts being sent to different locations.

ALL INFORMATION IS REQUIRED

FRC ID # or SS # _____		Date of Birth _____		
Name _____				
Last	First	Initial	Maiden /Other Name	
Address _____			Phone (____) _____ - _____	
Street/PO Box		City	State	Zip
Address will be updated in the system unless this box is checked:			<input type="checkbox"/> Do not update address	
Signature _____				Date _____
<i>By typing your name here, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your written signature on this form.</i>				

<input type="checkbox"/> Send transcript now (will not include grades for current semester)
<input type="checkbox"/> Send transcript at the end of <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____ with final grades.
<input type="checkbox"/> Hold transcript until degree or certificate is posted for <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____

of Copies:

Send to above address

Send Transcript(s) to: Name/School _____

of Copies:

Department/Person _____

Address _____

City _____ State _____ Zip _____

Special Instructions: _____

TRANSCRIPT FEES:

*The first two official transcripts are free. (Does not apply to RUSH transcripts.)

*Official transcripts beyond the first two are \$5.00 each.

*RUSH transcripts (2-3 day priority mail) **additional** \$10.00 each.

*Unofficial transcripts are available through MyFRC (student portal).

All requests after first two free ones must be accompanied with payment.

Make checks payable to Feather River College or provide Visa/MasterCard information.

VISA/MC NUMBER _____ EXPIRATION DATE _____

NAME ON CARD _____ SECURITY CODE _____

RECORDS OFFICE USE ONLY: Processed by _____ Fee \$ _____ Date _____