



P.O. Box 668 • Moorhead, MS 38761

1. A Separate Request **must** be made for each Transcript sent to a different address.
2. There is a **\$5.00** charge for each Transcript. Cashiers Check, Cash or Money Order.
3. If your Name has changed since your record was established, please print original name here.

4. No request will be taken over the telephone or fax. We are not set up for credit card payment at this time.
5. We are sending official transcripts electronically by ESCRIP (Scrip-Safe Inc.) only to Universities, Colleges, and employers. Please fill in the contact information in the Mail To: Section and the recipient's email address.

ID Number _____

Social Security Number _____

E-mail address of transcript recipient.

Mail Transcript To:

Student's Name and Mailing Address:

- _____ Number of Copies
- _____ Send Transcript Now
- _____ Send Transcript End Of Current Semester
- _____ Official Sealed Envelope
- _____ Unofficial Student Copy
- _____ Official Transcript E-script (sent electronically)

Date of Request

Phone Number

Date of Birth _____

Dates of Attendance:

From: _____

To: _____

Student's Signature

Student's Email Address

FOR OFFICE USE ONLY

Fee: _____

Date Transcript Mailed:

By: _____