



Presentation College  
 Registrar's Office  
 1500 N. Main Street  
 Aberdeen, SD 57401  
 Phone: (605)229-8424  
 Fax: (605)229-8537  
 Registrar.Office@presentation.edu

**Transcript Request Form**

*Official transcripts - \$10.00 each*

*Transcript on Demand Fee (same day service) - \$25*

*Express mail/overnight - additional charges apply (must be requested by 11:00 a.m. CST)\**

**Please note: payment must accompany request**

**\*\*We cannot email or fax a transcript.**

\_\_\_\_\_ Number of Official Transcript(s)

**Please Print**

_____ Last	_____ First	_____ Middle	_____ Maiden
_____ Address	_____ City	_____ State	_____ Zip Code
_____ ID or Social Security #	_____ Home Phone	_____ Work Phone	_____ Date of Birth

**Reason Transcript is needed:**

\_\_\_\_\_ Transfer to another college

\_\_\_\_\_ Personal use

\_\_\_\_\_ Scholarship application

\_\_\_\_\_ Employment/Job application

\_\_\_\_\_ Other \_\_\_\_\_

Send Email Confirmation to: \_\_\_\_\_

Dates of attendance (if not a current student): \_\_\_\_\_

Make \_\_\_\_\_ copy(ies) of my transcript:

(Check one only)

- \_\_\_\_\_ Mail to address(es) below
- \_\_\_\_\_ I will pick up transcript requested (Picture ID required)
- \_\_\_\_\_ **Overnight/Express Mail\*** (additional charges apply)

Check ONE ONLY (if applicable):

- \_\_\_\_\_ I am a current student
- \_\_\_\_\_ **Hold** for this semester's grades
- \_\_\_\_\_ **Do not hold** for this semester's grades
- \_\_\_\_\_ **Hold** for awarded degree

Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*If there are any holds on your record, a transcript will not be issued until all holds are cleared\****

We cannot accept responsibility for non-receipt of transcripts due to incomplete addresses

**SEND TRANSCRIPTS TO:**

1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Payment Type:** Cash Check Credit Card  
 \*American Express not accepted

VISA MC DS Exp Date \_\_\_\_\_

CC # \_\_\_\_\_

Security Code \_\_\_\_\_

**Official Use Only**

Date Sent \_\_\_\_\_ Initials \_\_\_\_\_

Date Conf email Sent \_\_\_\_\_ Initials \_\_\_\_\_