

Requesting a Transcript

If you are unable to come into the WTC Practical Nursing office at the Burns Flat campus we will need a **written request, emailed request (aworthington@westtech.edu), or telephone request.**

Please include the following information:

- Full Name (your current name)

- Name used when attending our institution:

- Date(s) of Attendance _____

- Last 4 digits of Social Security Number _____

- Date of Birth _____

- Full address(es) where transcripts are to be sent AND your return address

- Official _____ or Unofficial _____ copy (we cannot fax official transcripts)

You may mail the request to:

WTC

Practical Nursing Office

PO Box 1469

Burns Flat, OK 73624

You may email your request to: aworthington@westtech.edu

You may call (580)562-3181 extension 262,

Or you may fax your request to:

(580) 562-3411 Attn: Practical Nursing Office