



Red Deer College
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3400
 Fax: 403.357-3660
 E-mail: studentrecords@rdc.ab.ca
 Web-site: www.rdc.ab.ca

OFFICIAL TRANSCRIPT REQUEST REGISTRAR

- Transcripts will not be issued for students who have not fulfilled their financial obligations to the College.
- ID required for pick-up of transcripts at the Registrar's Office.
- A maximum of **seven days** is required to process transcripts. Processing time at the end of Fall and Winter terms will be **two weeks**.
- Transcripts will be released to a third party only on presentation of written authorization from the student.
- Transcripts will be issued under the most recent registered name. A change of name must be accompanied by official documentation. (e.g. marriage, birth certificate)
- Apprentice marks can only be obtained from Alberta Apprenticeship and Industrial Training in Edmonton. Phone 1-800-248-4823.

The personal information you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. This information will be used by the Registrar's office to process transcript requests and may also be used to update our records. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained by the department for a period of one year, after which it will be destroyed in a secure manner. If you have questions regarding this form, please contact the Registrar, Student Services, Red Deer College, Red Deer, AB T4N 5H5. Telephone 403.342.3300.

PERSONAL INFORMATION

LAST NAME	FIRST	MIDDLE	RDC STUDENT #
FORMER NAME (if applicable)	HOME PHONE #	BUSINESS PHONE #	D.O.B. (YYYY-MM-DD)

PERMANENT ADDRESS

ADDRESS		
CITY	PROVINCE	POSTAL CODE

PLEASE CHOOSE ONE ONLY

- Send immediately
- Send after final grades for term ending: _____ (month) **NOTE:** This may not include Certificate or Diploma notification.
- Send after final Diploma or Certificate notation is on transcript
- Send after grade change for: _____ (course, incorrect grade)
- Will pick-up Transcript(s) PICK-UP DATE: _____

OR SEND COPIES TO:

# of Copies	NAME OF INSTITUTION		
	ADDRESS		
	CITY	PROVINCE	POSTAL CODE
# of Copies	NAME OF INSTITUTION		
	ADDRESS		
	CITY	PROVINCE	POSTAL CODE

COURIER SERVICE

COURIER FEE TOTAL \$ _____

Destination phone number required for courier service. () _____

CREDIT CARD PAYMENT (Only Required if Requesting Courier Service)

CARD TYPE	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS	NAME OF CARDHOLDER
CARD #	-	-	-	EXPIRY DATE: MM YY

AUTHORIZATION

I hereby authorize Red Deer College to release the transcript(s) of my academic record as specified on this request.

SIGNATURE	DATE
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