

## TRANSCRIPT REQUEST FORM

Mail or fax this form AND a copy of your driver's license to the admissions/registrar office of the DCCCD college you last attended. Please do not send this request to more than one school as all of your DCCCD coursework will appear on the DCCCD transcript that you are requesting.

Note: Student with blocks on their account will not receive a transcript until all blocks are cleared – See the next page for admission/registrar office contact information.

Name: \_\_\_\_\_ Maiden/former name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security or Student ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Transcripts are mailed to the addresses you provide below.

WHEN should we mail the transcript? (check one)

- send now       hold for semester grades       hold for degree posting

Note: There is a limit of 5 transcripts per address.

# of copies: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

- Need separately sealed transcripts.  
 Mail all transcripts together.

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# of copies: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

- Need separately sealed transcripts.  
 Mail all transcripts together.

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# of copies: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

- Need separately sealed transcripts.  
 Mail all transcripts together.

Your official transcript(s) should be sent within 2 business days. (Additional processing time may be required during final semester grade processing at the end of each semester or because of unforeseen system problems.) If you need to follow-up on your request, contact information can be found on the next page.

Student signature \_\_\_\_\_

Date: \_\_\_\_\_

## Admissions Offices Addresses

Brookhaven College  
Attn: Admissions Office  
3939 Valley View Lane  
Farmers Branch, TX 75244-4997

ph: 972-860-4883  
fax: 972-860-4886

office hours:  
M-Th, 8:30 a.m.-7 p.m.  
Fri., 8:30 a.m.-4:30 p.m.

Eastfield College  
Attn: Admissions Office  
3737 Motley Drive  
Mesquite, TX 75150-2099

ph: 972-860-7167  
fax: 972-860-8306

office hours:  
M-Th, 8 a.m.-7 p.m.  
Fri., 9 a.m.-5:00 p.m.

Mountain View College  
Attn: Admissions Office  
4849 W. Illinois Ave.  
Dallas, TX 75211-6599

ph: 214-860-8600  
fax: 972-698-3074

office hours:  
M & Th, 8 a.m.-7 p.m.  
T, W, & Fri., 8 a.m.-5 p.m.

Richland College  
Attn: Admissions Office  
12800 Abrams Road  
Dallas, TX 75243-2199

ph: 972-238-6100  
fax: 972-238-6229

office hours:  
M-Th, 8:30 a.m.-7 p.m.  
Fri., 8:30 a.m.-5 p.m.

Cedar Valley College  
Attn: Admissions Office  
3030 N. Dallas Ave.  
Lancaster, TX 75134-3799

ph: 972-860-8201  
fax: 972-860-8001

office hours:  
M-Th, 8 a.m.-7 p.m.  
Fri., 8 a.m.-5 p.m.

El Centro College  
Attn: Admissions Office  
801 Main St.  
Dallas, TX 75202-3604

ph: 214-860-2311  
fax: 214-860-2233

office hours:  
M-Th, 8 a.m.-7 p.m.  
Fri., 8 a.m.-4 p.m.  
Sat., 8 a.m.-noon

North Lake College  
Attn: Admissions Office  
5001 N. MacArthur Blvd.  
Irving, TX 75038-3899

ph: 972-273-3183  
fax: 972-273-3112

office hours:  
M-Th, 8:30 a.m.-7 p.m.  
Fri., 9 a.m.-4:30 p.m.

Dallas TeleCollege  
Attn: Admissions Office  
9596 Walnut St.  
Dallas, TX 75243-2112

ph: 972-669-6414  
fax: 972-669-6409 (general/advising) or 972-682-7071  
(Registrar)

office hours:  
M-F, 8 a.m.-5 p.m.