



**Admissions and Records**

2400 W Bradley Ave  
Champaign, IL 61821  
Phone (217)351-2482  
Fax (217)353-2640

# Transcript Request

**Forms can be submitted by mail, fax (217/353-2640), or delivered in person. To ensure your privacy, Do NOT submit forms through email.**

**Transcript cost is \$5.00 per order**

*Please print clearly*

Parkland Student I.D. # \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature (*required*) \_\_\_\_\_

**Please check appropriate option:**

- Send transcript now (transcripts are generally processed in 2 – 4 days)
- Send after grades for current semester are posted (allow 1 – 2 weeks after finals)
- Send after graduation status is posted (allow 2 – 4 weeks after the end of the semester)

**Photo Identification is required for all transcripts picked up in-person**

- I will pick up my transcript on: \_\_\_\_\_ (provide date, allow 24 hours)
- Transcript will be picked up by: (provide name if other than yourself)

**Sent transcripts only**

*Please provide complete recipient name and address.*

**Incomplete information will result in an undeliverable transcript.** Send \_\_\_\_\_ transcript(s) to:

**Name of Person/Name of Institution**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_