

Clarion University of Pennsylvania

Co-Curricular Transcript Request Form

(This is valid for students attending Clarion from the Fall 2007 to present that have validated co-curricular activities.)

Procedure:

- Print or type all information.
- There is a limit of one request per day with up to 3 transcripts. (no fee required)
- Transcripts may NOT be requested by telephone or email and we do NOT fax co-curricular transcripts.
- Forms can be faxed to 814-393-2039 (no cover sheet, please) or mailed to Clarion University, Registrar's Office, 840 Wood Street, Clarion, PA 16214.
- In most cases, transcripts will be processed within 3 business days.

Current Name: _____ Clarion ID: _____

Note: If you want your name changed on your record, you must complete the name change form available at: www.clarion.edu/6887/

Clarion University email address: _____

Address: _____

Phone: _____

Number of copies requested: _____ (limit 3 per day)

Method of Delivery Pick-up from the Registrar's Office

Please mail the transcript to me at this address:

Please mail the transcript to the institution/employer at the following address:

Please mail the transcript to the institution/employer at the following address:

STUDENT'S SIGNATURE _____

(cannot be processed without signature)

_____ Date