

OFFICIAL TRANSCRIPT REQUEST FORM

GPRC ID:	
Date:	

Student's Full Name and Address

Update Address Update Name

Name:	
Previous Name (if any):	
Birthdate:	
Street Address:	
City:	
Province:	Postal Code:
Phone:	
Email:	

Choose the option that applies to you below:

Option 1 Process Immediately <input type="checkbox"/>
Option 2 Do not prepare until after grades are entered: After Fall <input type="checkbox"/> After Winter <input type="checkbox"/> After Spring <input type="checkbox"/>
Option 3 Process After: <i>*ensure you have applied to graduate*</i> Certificate Awarded <input type="checkbox"/> Diploma Awarded <input type="checkbox"/>
Do you have a deadline (please indicate)?
Email to (choose one): Institution/Destination listed below Self (email above)

Institution/Destination:
Attention:
Institution Email Address:

<p>Transcripts will be emailed during the COVID-19 pandemic isolation period.</p>
<p>Please note:</p> <ul style="list-style-type: none"> • Transcript forms must be completed in full. • Names and addresses must be printed clearly. • Payment for each request must be made before transcript will be issued.
<p>Unofficial Transcripts – Available through myGPRC https://my.gprc.ab.ca (available to past and current students)</p>

PAYMENT INFORMATION:
Credit Card Number (Visa, MC, Amex accepted)
Expiry Date:
CVV:
Name on Card:
Signature of Card Holder:

Send completed forms to:

Email: transcripts@gprc.ab.ca

<u>FOR OFFICE USE ONLY</u>
Amount Paid: \$ _____
Receipt ID#: _____
Issued By: _____

Transcript requests will not be processed if you have an overdue account with any college department. Requests older than 30 days will be cancelled if account is still showing as overdue.

****You must complete a separate form for each institution or destination (including yourself).**

Student Authorization (sign below):

X

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purpose of administering disclosure of personal information in student records and for the production of transcripts. Questions concerning the collection, use and disposal of this information should be directed to the Registrar at (780) 539-2758. This information will be retained and disposed of in accordance with approved records retention and disposal schedules of GPRC.