



Carthage Technical Center
609 S River St * Carthage, MO 64836
Phone: 417-359-7095 * Fax: 417-359-7419

Official Transcript Request Form

Transcripts can be mailed, faxed, emailed, or picked up. Faxed transcripts may not be considered official by the receiving institution. Please allow 7-10 business days for domestic delivery.
Transcripts will not be released until the student account has a zero balance.

Student Information

Full Legal Name Last name while attending CTC Graduation Year

Last 4 of SSN Date of Birth Phone

Address City State Zip Code

Transcript Processing (complete all that apply)

Check one: Mail Fax E-Mail In-Person Pick Up No. of Copies

Name of Institution

Attention

Address Street City State Zip Code

Fax Number

E-Mail

I authorize the release of my transcripts to the address listed above. Signature required.

Signature Date

Submit your completed form by email as a .pdf attachment to witta@carthagetigers.org or by fax to 417-359-7419; attention Amanda Witt.

Office Use Only:

Holds clear? Yes No Processed by: Date processed: