Transcript Request Procedure

Students may request an official or unofficial Technical College of the Rockies transcript for transfer to another educational institution, employment purposes, or personal records.

Procedure

1. Visit the Technical College of the Rockies Transcript Request webpage at: https://tcr.edu/students/transcript-request/
2. Complete and submit the online Transcript Request Form.
3. Pay the required transcript fee of $5.00 per copy requested.
4. Allow up to one week for processing and mailing from the date the completed request and payment are received.

Additional Information

- Transcripts will not be processed until all required information and payment have been received.
- Requests may be sent to educational institutions, employers, or directly to the student as specified on the request form.
- Questions regarding transcript requests should be directed to the Registrar's Office.

Reviewed: June 9, 2026, by TCR Administration