



REQUEST FOR TRANSCRIPTS

Students who wish to have a copy of their Technical College of the Rockies transcript sent to another educational institution, to a prospective employer, or for personal use must complete a Request for Transcript form at the Administration Office. A fee of \$5 per copy will be charged. Transcripts will not be available for any student who has not fulfilled all financial obligations. A one-week period of time should be allowed from the time of the receipt until the time the transcript is mailed.