

TRANSCRIPT REQUEST POLICY

In order to obtain a copy of their transcript all alumni, former students and current students must fill out and sign a transcript request form. The form must include a legible signature and a complete address to which the transcript should be sent. Please be sure to include your year of graduation or attendance and your name at the time of your attendance at Johnson. Transcripts will not be faxed or e-mailed.

There is a \$5.00 processing fee for each transcript requested. Transcripts will not be released if there are any balances due or property that must be returned to the College.

Unofficial or Official transcripts may be requested. Please use a separate form for each transcript requested.

Unofficial transcripts are generally for personal use. Official transcripts are generally mailed to an institute of higher education or an employer. If a student requests an Official transcript mailed to their home, the envelope will be stamped. If this stamp is broken, the receiving agency will not accept the transcript as being Official and the requester may have to submit another form and pay another fee.

The Registrar's Office processes transcripts on a weekly basis. There may be a delay the first week of every semester.