



# COASTAL ALABAMA

## COMMUNITY COLLEGE

(formerly Alabama Southern Community College, Faulkner State Community College,  
and Jefferson Davis Community College)

### TRANSCRIPT RELEASE FORM

Completed forms can be returned via fax (251.580.2285) or email (registrar@coastalalabama.edu).

#### I. STUDENT INFORMATION:

PRINT FULL NAME \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

STUDENT NUMBER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

\_\_\_\_\_  
City State Zip PHONE Area Code Number

#### II. ATTENDANCE:

Dates of Attendance \_\_\_\_\_

Campus Attended: \_\_\_\_\_ Atmore \_\_\_\_\_ Bay Minette \_\_\_\_\_ Brewton \_\_\_\_\_ Fairhope \_\_\_\_\_ Gilberttown  
\_\_\_\_\_ Gulf Shores \_\_\_\_\_ Jackson \_\_\_\_\_ Monroeville \_\_\_\_\_ Thomasville

#### III. SPECIAL INSTRUCTIONS:

- \_\_\_\_\_ Mail now. Number of transcripts to be mailed: \_\_\_\_\_
- \_\_\_\_\_ Send electronically via EScrip-safe
- \_\_\_\_\_ Will pick up. Pick up campus: \_\_\_\_\_
- \_\_\_\_\_ Hold for current semester grades
- \_\_\_\_\_ Hold for current semester grades and degree
- \_\_\_\_\_ Hold for transcript adjustment (course forgiveness, academic bankruptcy)

#### IV. MAIL TRANSCRIPT TO NAME AND ADDRESS BELOW:

If transcripts are to be sent to more than one address, please complete a separate form for each recipient.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. SEND ELECTRONICALLY VIA EScrip-Safe:

College Name and Location

FICE Code & EXT or email address

I hereby authorize and request Coastal Alabama Community College to release my official transcript to those listed above.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date