



## INTERNAL DOCUMENTATION – TRANSCRIPT REQUEST

2856 E Fort Lowell Rd,  
Tucson, AZ. 85716  
520.795.0787

❖ **Updated: 10.19.2022**

❖ **Impacts: Graduation; Licensing Board; Transfers; Transcript Requests; Fees; Student File**

❖ **Refer to: Graduation or Transfer/Withdrawal**

❖ **Admin Representative initial here: (NA if NA) In Student File \_\_\_\_\_ | Sent to NCCAOM \_\_\_\_\_ | Sent to State \_\_\_\_\_**

THIS **TRANSCRIPT REQUEST FORM** IS NEEDED FOR ANY STUDENT SEEKING AN OFFICIAL COPY OF THEIR TRANSCRIPT. IN ACCORDANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, YOUR SIGNATURE IS REQUIRED TO RELEASE THESE RECORDS. TRANSCRIPT REQUESTS MAY TAKE UP TO TWO-WEEKS TO FULFILL, PLAN ACCORDINGLY.

### Request Information

**Indicate student status as Graduated ( ) or Enrolled ( ) Withdrawn ( )**

|                                             |                     |                              |
|---------------------------------------------|---------------------|------------------------------|
| Date of Request                             | Dates of Attendance | Full Name and Master Cohort: |
|                                             |                     |                              |
| Current Address (Street; City; State; Zip): |                     |                              |
|                                             |                     |                              |
| Phone:                                      |                     | Email:                       |

Admin (Initial where requested; Specify where documents have been sent.)

|                 |                                                                                           |               |                                                                           |               |
|-----------------|-------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------|---------------|
| <b>Initial:</b> | <b>NCCAOM</b> (transcript required at graduation and to register for board examinations): | <b>Y or N</b> | <b>Arizona State Board</b> (graduated transcript required for licensure): | <b>Y or N</b> |
|-----------------|-------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------|---------------|

**Other** - Specify Address (Street; City; State; Zip):

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

|                                   |         |                                   |                     |         |  |                       |           |  |
|-----------------------------------|---------|-----------------------------------|---------------------|---------|--|-----------------------|-----------|--|
| <b>Fees - Documents Requested</b> | ↓       | <b>Indicate Number i.e. x1 x2</b> | ↓                   | ↓       |  |                       |           |  |
| Copy of Student Record            | \$15.00 |                                   | Official Transcript | \$20.00 |  | Unofficial Transcript | No charge |  |

|                       |         |  |               |        |  |                  |           |  |
|-----------------------|---------|--|---------------|--------|--|------------------|-----------|--|
| <b>Fees - Mailing</b> |         |  |               |        |  |                  |           |  |
| Domestic, Overnight   | \$50.00 |  | International | Varies |  | First Class Mail | No charge |  |

**Total Fee Amount:** \_\_\_\_\_

**Student**

**Signature:** \_\_\_\_\_

**Registrar**

**Signature:** \_\_\_\_\_

## Transcript Procedures

Students can request a transcript at any time during their tenure at ASAOM, and post-graduation. Some examples of reasons for a transcript request might be, but are not limited to:

- ❖ Transferring to another institution
- ❖ Applying to a specific Doctoral Program (or other) at another institution
- ❖ Applying to sit for board examinations after graduation
- ❖ Submitting proof of graduation for public record with their State Board

Transcript requests are a standard, \$20.00. Additional charges may be incurred depending on the number of transcripts requested and the shipping method required.

Using the transcript request procedures, a student may also specify a request for a copy of their student record. This is a standard, \$15.00 charge. Additional charges may be incurred depending on the number of student record copies requested and the shipping method required.

Transcript requests have a standard, two-week turn around period. Student record request have a standard, three-to-four week turn around period.

At the time of graduation, an official transcript is sent, free of charge, to NCCAOM, and to the State Board of Arizona. Students can request the State Board official transcript copy be sent to a different, specified state if they have plans to pursue immediate licensure in a state other than Arizona. Additional transcripts can be requested when a student completes the transcript request form at graduation, but additional transcripts, other than the two free official transcripts, will incur fees as indicated on the Transcript Request Form.