



Transcript Request Form

- ◆ There is no charge for the first transcript request.
- ◆ Additional transcripts available for \$3.00 each
- ◆ Please allow 3-5 days processing time
- ◆ All financial obligations to the College must be cleared prior to the release of official records

***Adult Education** contact Davis District Adult Ed Dept. (801-402-0720)
***GED** contact College Assessment Dept. (801-593-2336)

Send all transcript requests to:

Davis Applied Technology College
Transcript Request
550 East 300 South
Kaysville, UT 84037
Telephone: (801) 593-2332
Fax: (801) 593-7920
Email: StudentRecords@DATC.EDU

Student Information Please check this box if any of the following information has changed

Student ID or Social Security Number		Today's Date	
Name (please print) Last First Middle		Former Name: (if applicable)	
Street Address	City	State	Zip Code
Telephone Number	Date of Birth	Email Address (E-mail transcript notification? - <input type="checkbox"/> Yes <input type="checkbox"/> No)	
Program(s) Enrolled In: (*GED & Adult Ed records not accessible from this office)		Dates of Attendance:	

Recipient of Records

Delivery Method:

Mail

Fax (Faxed documents do not have official seal and may not be considered official)

Pick-up

Fax Number: _____ Attention: _____

(After 1 month, unclaimed transcripts will be mailed to the address indicated above)

Name of Organization: (If more than one address, please attach a list)		Attention:	
Street	City	State	Zip Code

Please include any special instructions for this request:

Transactions

_____ *First request _____ Paid copies @ \$3.00 = _____ _____ Total Copies	Total Enclosed Fee: \$ _____
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*If this is not your first request, processing could be delayed.

If you would like to pay by credit card, please include the following:

Credit Card Number: _____ Type: _____ Expiration Date: _____

Signature: (required to process request)

Office Use Only

Fiscal Office Approval: Yes No Initials: _____

Received On: _____ By: _____

Processed On: _____ By: _____ NS LOG