



Request For JSRCC Transcript

Please mail, fax or email this form:
Central Admissions and Records
P.O. Box 85622
Richmond, VA 23285-5622
FAX Number: (804) 371-3650 or Email: Admissions@Reynolds.edu

Student's SSN: _____ EmplID: _____

Last Name First Name MI Jr.,3rd Date of Birth

Home Address: _____

Contact Phone#: _____ Email Address: _____

SIGNATURE OF STUDENT: _____ DATE: _____

INFORMATION FOR STUDENT

- A new form must be completed for each transcript request.
- You may mail **or** FAX this request form **or** bring it to Enrollment Services.
- There is no fee.
- All bills owed to the college must be paid in full.
- Please allow 1 to 2 weeks for delivery. All official transcripts will be sent by mail to the address you provide.
- **The College does not FAX official transcripts.**
- To view your unofficial transcript please log on to MyReynolds Online. Click Self Service> Student Center> Other Academics. Click on the drop down and select view unofficial transcript

PLEASE PRINT CLEARLY

Check only **one** option

- Mail as soon as possible (Complete mailing information below).
OR
- Mail or Pick up as soon as this semester's grades are available (Complete mailing or pick-up information below).
OR
- Mail or Pick up after I graduate from JSRCC (Check semester below and complete mailing or pick-up Information).
 FALL (Aug - Dec) 20 _____ SPRING (Jan - May) 20 _____ SUMMER (May - July) 20 _____
- Pick up when ready from Central Admissions and Records, Parham Rd Campus, Georgiadis Hall, Room 207.
(Anyone picking up a transcript must present a picture ID)

Please call me at: _____ I authorize _____ to pick up my transcript.

Mail an official JSRCC transcript to: _____

Street Address City State Zip