

### Official Transcript Request

Use this form to order official /unofficial transcripts be sent from TCTC/BTC to a receiving organization.

Texas County Technical College  
Bolivar Technical College

PO Box 314  
PO Box 592

Houston, MO 65483  
Bolivar, MO 65613

Date \_\_\_\_\_

Student's name \_\_\_\_\_

Current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Any other name under which you have been enrolled \_\_\_\_\_

Current phone number \_\_\_\_\_

Program enrolled in \_\_\_\_\_

Campus (please circle):      Bolivar Technical College      Texas County Technical College

Dates of attendance \_\_\_\_\_

Official and unofficial transcripts: \$5.00 each

\*Number of transcripts requested \_\_\_\_\_ (Qty)

Amount enclosed \_\_\_\_\_

Student's signature \_\_\_\_\_

\*If transcript is to be mailed, carefully print complete mailing address

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

\*Note: Separate request form must be filled out for each mailing address

**Transcript Policy:**

1. Student records are confidential. Your signature is **REQUIRED** to authorize release of your transcript.
2. Transcripts are normally processed within 1 to 2 business days.
3. Transcripts will not be released if you have a hold on your account due to (a) a past due balance with TCTC/BTC and/or (b) you have not completed exit counseling (if applicable). Once transcript hold issue is resolved, please contact the Registrar's office at 417-967-5466.