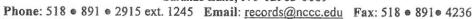


NORTH COUNTRY CC

COLLEGE OF ESSEX & FRANKLIN



23 Santanoni Avenue, P. O. Box 89 Saranac Lake, NY 12983-0089





RECORDS REQUEST FORM				
	Plo	ease print all informa	tion neatly and o	d clearly. Any fees must be paid prior to issuance of records.
	First her Names Used	MI		
Current address:				Phone Number:
_				Date of this Request:
E-	Mail address:			
	OCUMENT(S) NEEDED OFFICIAL Transcript (\$	7.00 each) - # of	copies:	
	UNOFFICIAL Transcrip	t (no fee) - # of c	opies:	
 □ Verification of Enrollment Letter (no fee): Reason for Verification of Enrollment Letter: □ Insurance □ Loan Deferment □ Other 				
	Other Records Needed:			
				MAIL DOCUMENT TO: You are responsible for exact name, office & complete address to which form is to be sent.
	Mail out immediately		-	
	Hold for semester grad	les		
	Hold until degree is po	sted	-	
	Will pick up on:		-	,
	FAX unofficial transcripts (Official Transcripts o	pt (\$2.00 fee per cannot be faxed)	page)	
	MAK	E ALL CHECKS F	AYABLE TO	O: NORTH COUNTRY COMMUNITY COLLEGE
OF	FICE USE ONLY – Date Paid	d: An	nount Paid: _	Receipt # Initials:
	Date S	ent/Picked Up:	Ву	Ву:

Transcripts

Official Transcripts

To obtain an official copy of your transcript, print the **Records Request Form**, sign and mail it, together with your check in the amount of \$7.00/per transcript made payable to North Country Community College, to: Records Office, NCCC, Pt Box 89, Saranac Lake, NY 12983-0089. FAX your completed form to: (518) 891-4236 or scan to **records@nccc.edu**. Credit cards accepted over the phone directly to our Business Office, (518) 891-2915 ext 1688. PLEASE NOTE, that to comply with Federal law, your signature <u>must</u> be on the **Records Request Form**. At this time, emailing to another institutution is not acceptable under the law. NOTE: Official transcripts cannot be faxed.

Unofficial Transcripts

To obtain an unofficial copy of your transcript, print the **Records Request Form**, sign and mail it to: Records Office, NCCC, PO Box 89, Saranac Lake, NY 12983-0089. There is no fee for an unofficial transcript. *PLEASE NOTE that, to comply with Federal law, your signature must be on the* **Records Request Form**. *At this time, emailing to another institution is not acceptable under the law.*

Verification of Enrollment Letters

For loan deferment, insurance or other purposes, a verification of your enrollment at the College is often required. This can be requested using the **Records Request Form**. There is no fee for this service. *PLEASE NOTE, that to comply with Federal law, your signature must be on the* **Records Request Form**. At this time, emailing to another institution of agency is not acceptable under the law.

Faxing Fee

If you desire to have any record faxed, there is a \$2.00 per page fee in addition to any other appropriate records fee. Please contact the Records Office by **e-mail** or 1-888-879-6222 or 518-891-2915 ext. 1245, for further information. NOTE: Official transcripts cannot be faxed.

Health Records

To obtain copies of your health and/or immunization records, please contact the Office of Campus & Student Life - 518-891-2915 ext. 1204 or healthrecords@nccc.edu or fill out the Health Records Request Form.