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121 Ellicott Street
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716-851-1166
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REQUEST FOR TRANSCRIPT

Entire form must be completed in order to process request



IF YOU ATTENDED PRIOR TO 2021 YOU MUST REQUEST TRANSCRIPT AT www.parchment.com →

CURRENT NAME _____ DATE _____

NAME WHILE ENROLLED _____ PHONE _____

ADDRESS _____

Street _____ City _____ State _____ Zip _____

EMAIL _____ ID # / SS# _____ Date of Birth _____

DATES OF ATTENANCE _____

CHECK IF TRANSCRIPT IS TO BE:

____ Held for Final Grades for Current Semester _____

____ Held for Change of Grade (Course _____ Grade _____)

____ Held for Graduation/Degree

____ Sent Now

HIGH SCHOOL STUDENTS: Check box if courses were taken as Advanced Studies

TYPE OF TRANSCRIPT: (Electronic transcripts must be requested online through Parchment)

____ Official Copy

____ Student Copy

FORWARD TRANSCRIPT TO: (Use complete address, including zip code, & name of person/department)

1. _____

2. _____

STUDENT SIGNATURE _____

*****IMPORTANT INFORMATION*****

- Official copies are \$7.00 each. (Bursar: 716-851-1888)
- There is no charge for student or counseling copies issued by the Registrar's Office
- Allow two days for processing, longer during peak periods.

FOR OFFICE USE ONLY:
STUDENT ID
HOLDS
G.E.T.A.
OTHER

FOR OFFICE
USE ONLY:

Transcript Fee _____ Received By _____
Date transcript was sent _____