

REQUEST FOR UNOFFICIAL TRANSCRIPT OR OTHER DOCUMENTS

Please email the completed form to oas@ozarks.edu.

This form is not intended for official transcript requests: To request an official transcript visit <https://tsorder.studentclearinghouse.org/school/ficecode/00109400> to request an official transcript through the National Student Clearinghouse.

First Name: _____ MI: _____ Last Name: _____
(Please include all names which may be in the university records)

Student ID # or SSN: _____ Date of Birth: _____

Dates Attended: _____ Phone Number: _____

Documents Requested:

- Unofficial Transcript
- Enrollment Verification only
- Immunization
- Schedule for _____ term
- Grade Card for _____ term
- Other _____

Mail Documents To: _____

I am requesting the unofficial transcript or other documents be sent by email to: _____

I have been informed and understand that e-mail is not considered a secure means of transmitting personal information. In the event of a security breach, I will not hold the University of the Ozarks liable.

Student Signature: _____ Date: _____