



ST. MARY'S COLLEGE

PART OF THE ORCHARD LAKE SCHOOLS - OFFICE OF THE REGISTRAR

3535 COMMERCE RD. ORCHARD LAKE MI 48324

(248) 683-0517 FAX: (248) 738-6725 EMAIL: TRANSCRIPTREQUEST@ORCHARDLAKESCHOOLS.COM

TRANSCRIPT REQUEST FORM

Student ID Number / Social Security Number _____

Birthdate (mm/dd/yyyy) _____

Last Name _____

First _____

Middle _____

Former (if applicable) _____

Current Street Address _____

City _____ State _____ Zip _____ Telephone Number _____

I WOULD LIKE TO HAVE MY TRANSCRIPT(S):

Mailed (to address below)

Picked up

_____ Last year attended

_____ Last completed term

Official transcript(s)

Unofficial transcript(s)

Total transcripts requested: _____ Name (if different from above) _____

(\$10 Fee per transcript)

Please allow up to 5 days to process your request

Address (if different from above) _____

CASH

CHECK (Mailed)

Total amount: _____

CREDIT CARD

Check Number (if applicable): _____

Name as it appears on card: _____

Card number: _____

Expiration date (mm/yyyy): _____ Security code: _____

_____ Date: _____

Student signature authorizing issuance of transcripts (*FERPA: Family Education Rights and Privacy Act of 1974)

Standard Service: Transcript requests are processed within 5 working days, after which they can be picked up or mailed via USPS. The Office of the Orchard Lake Schools St. Mary's College Registrar reserves the right to take additional time based on the volume of requests. The fee for Standard Service is \$10 per copy. Expedited Mail: This option ensures that the transcript is processed within 1 business day of receiving the request. The fee for Expedited Service is \$20 per copy. Payment is required at the time of ordering a transcript. Transcripts can be picked up at the registrar's office in building #7 on weekdays between 10:00 am and 4:00 pm EST.

BOTTOM PORTION FOR ORCHARD LAKE SCHOOLS USE ONLY:

Student Billing: _____ Picked up Expedited Processed by: _____ Date: _____

Approved: _____ Mailed Posted: _____ Date: _____