Outgoing RTC Transcript Request

3000 Northeast Fourth Street
Renton, WA 98056-4195
425-235-2352

This section must be completed

RTC SID or SSN

Date_____

Birthdate_____

Name:_____
LAST **FIRST** **MI**

Previous Name:_____

Phone(_____)_____**Years of attendance?**_____

Number of official transcripts to be mailed-----$5.00 per transcript_____

Unofficial Transcripts can be printed from www.RTC.edu under Online Services.

STUDENT SIGNATURE_____

(Transcript requests **MUST** have written signature. Please allow 4 – 5 business days for processing.)

1. When do you want your transcript(s) mailed?
   _____Immediately
   _____After my current quarter grades are posted. (qtr_____yr_____)
   _____After cert/deg has been posted to transcript (sm__fall__wtr__spr__)

2. Mail transcripts to address below. **ONE FORM PER MAILING ADDRESS**

Person/Business
Agency/College_____
Address _____
_____
City, State, Zip _____

RTC DOES **NOT** FAX TRANSCRIPTS

Form of payment: Cash_____Check/Money Order_____Visa_____MC_____

_____ _____
Credit Card Account Number Expiration Date: Month/Year

_____
Zip code

_____ _____
Cardholder's Signature SID#

Payment of $5.00 per transcript required. Request sent without payment WILL NOT be processed.

Mail Payment & Form to:

Registration
Renton Technical College
3000 Northeast Fourth Street
Renton, WA 98056-4195