



Renton Technical College

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

Outgoing RTC Transcript Request

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 _____

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