

## Transcript Request

Official transcripts from Dallas TeleCollege may be ordered from the Distance Learning Admissions Office. A student may order a transcript by mail with the following items included:

- Your Name
- Your social security number
- A copy of your photo ID
- The name and address of the institution that you want to receive your transcript  
your signature

Please provide an official transcript of my Dallas TeleCollege work completed to:

Institution Name:	
Address:	

Last Name:		MI:	
First Name:		Maiden Name:	
Deadline (If any):		Last Date Attended (Month/Year):	
Birth Date:		SS #:	

Thank you for your assistance.

Student's Signature \_\_\_\_\_

To order your Dallas TeleCollege transcript, send a written request to:

**Dallas TeleCollege  
Distance Learning Admissions  
9596 Walnut St.  
Dallas, TX 75243-2112**