

Request for Unofficial Copy of Transcript

West Texas A & M University

(FERPA authorization for release of Information)

If sending unofficial transcript to someone besides student please fill out below:

I give permission for West Texas A & M University to release my unofficial transcript to the following:

Name: _____

Email Address: _____ (will be sent encrypted)

CHECK SPAM & JUNK EMAIL IF NOT RECEIVED

USE ONLY IF MAILING ANOTHER INDIVIDUAL:

Name: _____

Mailing address: _____

City State, Zip: _____

Email Address: _____ (will be sent encrypted)

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USE IF SENDING TO STUDENT:

Email Address: **ONLY IF NEEDING TRANSCRIPT EMAILED** _____

CHECK SPAM & JUNK EMAIL IF NOT RECEIVED

Mailing Address: **ONLY IF WANTING TRANSCRIPT**

MAILED _____

Requesting student MUST provide following information and their signature.

Student Information (Please print information below)

Buff ID: _____ Name: _____

Date of Birth: _____ Last four of social security number: _____

I understand this is for an unofficial copy of my transcript only. Official copies must be requested online via the West Texas A & M University website.

Signature of Student: _____ Date: _____