

# PHOENIX SCHOOL OF LAW

## Transcript Request Form

Please complete and sign the form, and drop off, mail or fax the form.  
Records and Registration Office, 4041 N. Central Ave. Phoenix, AZ 85012  
Fax Number: 602-682-6993

Before the Records & Registration Office can process your request, please be aware of the following:

- If there is an outstanding balance on your account, the transcript will not be sent until the account is paid in full.

**Please Print :**

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First Name	Middle Name	Last Name	Maiden Name
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Social Security #	Birthdate	Last Semester & Year Attended
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Current address of student

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Current student phone number	Current student email address
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I am requesting \_\_\_\_\_ transcript/s.  
(Number)

Please send transcripts:     Immediately to student address above  
    After Grades    Deadline : \_\_\_\_\_  
    **To third party listed below**  
    Student will pick up

Please mark one :     Official Transcript (official transcript paper)  
                                  Unofficial Transcript (student copy-plain paper)

Only complete the information contained in the box if sending to a third party.

Attention : _____
Institution/School : _____
Street Address : _____ _____
City : _____    State : _____    Zip : _____

Special Instructions : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Student Signature (required)	Date
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( Be sure that all information is complete and correct, and that you have signed the form before faxing or mailing )

**Transcripts are processed within two days after the request is received.**