



Transcript Change Request Form

Change Request Process:

- Counselor prints hardcopy transcript
- Counselor notes changes needed on transcript
- Counselor completes and signs below
- Counselor gains approval (and any course codes) from Dean by signature below
- Counselor attaches transcript to this form and submits to Data Manager
- Data Manager gains Director's approval by signature below
- Data Manager makes changes and notifies Counselor to review and print

Date Requested: _____

Student Name: _____ Grade Level: _____

Explanation of reason for and changes to be made: _____

Counselor's Signature: _____

Dean's Signature: _____

Data Manager's Received Date/Initials: _____

Director's Signature: _____

Data Manager's Completed Signature/Date: _____

Data Manager Notified Counselor Date/Initials: _____