

## Transcript Request for Nursing Classes

**Submit Request via US Mail or in person to:**

**Clovis Adult Education Bookstore, Room E-1  
1452 David E. Cook Way  
Clovis, CA 93611**

- All requests for transcripts must be submitted in writing and signed by the student.
- There will be a \$3.00 fee for each official transcript.
- Please allow 7-14 days for processing of transcripts.
- Transcripts may be mailed to you or you may pick them up in the Nursing Office, Room A-8.

**Type of Transcript:**

\_\_\_\_\_ **LVN**

\_\_\_\_\_ **Pre-Requisites**

**Amount Enclosed:** \_\_\_\_\_

**Please Indicate:**

\_\_\_\_\_ **I will pick up transcript**

\_\_\_\_\_ **Please mail transcript**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name While Attending CAE:** \_\_\_\_\_

**Year of Attendance/Graduation:** \_\_\_\_\_

**Last 4 digits of SSN:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

**Bookstore Stamp**

