



## REQUEST FOR TRANSCRIPT OF RECORD

(\$5.00 charge per each mailed copy)  
(Cash, Check Debit/Credit Card Accepted)  
911 South Tenth Street, Tucumcari, NM 88401  
Business Office: (575) 461-6600 ext. 6602 • Fax: (575) 461-1901

### PLEASE PRINT

Student Name: _____	SSN: _____
Street Address: _____	Date of Birth: _____
City/State/Zip: _____	Number of Copies: _____
Phone Number: _____	Date of Request: _____
<i>Applicant is responsible for address.</i>	

<b>MAIL TO</b> — Name: _____	Dates attended: _____
Address: _____	Date completed: _____
City/State/Zip: _____	Student Signature: _____

Choose YES or NO:

Send Immediately?	<i>Transcripts issued directly to student or mailed to any entity other than educational institutions, agencies, or employers, will be marked "Student Copy".</i>
Hold for Current Grades?	

Other Directions:

*For payment, please call **Tamara Claudio** in the Business Office at (575) 461-6611.*

*Email the completed form to **Alice Johnson** at [alicej@mesalands.edu](mailto:alicej@mesalands.edu).  
Alice Johnson can be reached by phone at (575) 461-6677.*