



# Transcript Request

Staff use only: Staff: \_\_\_\_\_ Amount: \_\_\_\_\_ Check/M.O. #: \_\_\_\_\_

Please print clearly and fill in all portions of the form. Using the contact information at the right, submit the completed form to the Office of Records & Registration in person or by mail.

## Office of Records & Registration

900 N Benton Avenue  
Springfield, MO 65802  
Phone: (417) 873-7211

### Student Information

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Drury ID: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE OTHER NAME(S) WHILE ATTENDING

Currently enrolled?  YES  NO

Last date attended (year): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ County (Missouri only): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Transcript Processing

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Pick up  Mail

#### Choose One:

- Send Now
- Hold for degree posting
- Hold for current term grades

#### Quantity of Transcripts:

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Undergraduate Graduate

#### Mailing Address:

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

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

### Transcript Policy

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- Student records are confidential. Your signature is **required** to authorize the release of your transcript.
- Transcripts are normally processed within 1 to 2 business days.
- Transcripts will not be released if you have a past due balance with Drury University.
- A fee of \$12.00 per transcript is due at the time of request. Checks should be made payable to Drury University.

Signature: \_\_\_\_\_

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