

**Transcript Request Form**

**Office of the Registrar  
Skidmore College  
Saratoga Springs, NY 12866  
Phone: (518) 580-5716**

**Student:** Lisa Gulotta  
**Address:** 29B Camino Azul  
Sante Fe NM 87508

**Class Year:** 1984

**Name When Attended:**

*The student named above has requested the following transcripts of academic record to be sent to:*

**Unofficial Copies:** 0 **Official Copies:** 1 **Sent:** 6/20/2006 **Purpose:** Employment

**Recipient:** Official Transcript(s) Issued to Student  
% Lisa Gulotta  
29B Camino Azul  
Santa Fe NM 87508

**Mail When:** Issued to Student:  Y  
Now  **Form Attached:**  N

**Misc:** None

**Additional Notes:**

**Date Faxed:**  **Fax Number:**

**Exp Service:**  **Exp Number:**

**Unofficial Copies:** 1 **Official Copies:** 0 **Sent:** 6/20/2006 **Purpose:** Employment

**Recipient:** Self

**Mail When:** Issued to Student:  N  
Now  **Form Attached:**  N

**Misc:** None

**Additional Notes:**

**Date Faxed:**  **Fax Number:**

**Exp Service:**  **Exp Number:**

*Transcripts are normally sent out within a few days of the request. Official transcripts are normally mailed by this office to a college, university, agency or business, etc. They are issued only at the student's request. If a self managed application is required, official transcripts will be issued to the student in a signed, sealed envelope if the name and address of the actual recipient is included in the request.*

*There is a \$5.00 fee for each official transcript. There is no charge for an official transcript sent to Skidmore Admissions, University Without Walls Program, External Masters Program, Skidmore Affiliated Program, a student copy or faxing a transcript to a recipient or the student. If an amount due shows below, detach and return this part with your payment. Please make checks payable to Skidmore College.*

**Date:**

**Transcript Amt Due:** \$0.00  
**Express Amt Due:** \$0.00  
**Life Record Fee Amt Due:** \$0.00  
**Bill Adjustment:** \$0.00  
**Total Due:** \$0.00

**Amount Refunded (under separate cover - Accounts Payable Dept):**

**Student Copy**

**Request No.:**