



Dallas TeleCollege Online

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Transcript Request

Official transcripts may be ordered from the Dallas TeleCollege Online. A student may order a transcript by fax or mail by including the following information:

- Student's name
- Student ID number [or Last Four SS #]
- A copy of your photo ID [ie. Driver's License]
- The name and address of the institution to receive the transcript
- Student's signature

Please provide _____ official transcript(s) of my Dallas TeleCollege Online completed work to:

Institution name	
Institution address	

Last Name:		Middle Initial:	
First Name:		Maiden Name:	
Deadline (If Any)		Last Date Attended:	mm yy
Birthdate:		Student ID/ Last Four SS#:	

Student's Signature _____

To order your Dallas TeleCollege Online transcript, fax this form and your ID to 972-669-6409 or 972-682-7071 or mail it to:

**Dallas TeleCollege Online
Admissions Office
9596 Walnut St.
Dallas TX 75243-2112**