

Transcript Request Form

Transcripts are official and will be stamped and sealed.

Your signature is required as the requestor. Both the request and payment should be mailed to:

Dennis Kerr Enterprises, Inc.

ATTN: Student Records
P.O. Box 77380
Baton Rouge, La 70879-7380

PROCESSING FEE: \$10 per Transcript
Make Checks and Money Orders payable to Dennis Kerr Enterprises, Inc.

Submit this form to Student Records with the following information: (Please Print Legibly)

- Your legal name
- Any other names used before, during or after enrolling at SRC or KBC
- Social security number
- Approximate dates of attendance at SRC or KBC
- Number of transcripts needed
- Where to send the transcript (provide a COMPLETE address)
- Your mailing address and telephone number
- Your e-mail address (if available)

Last First Middle Initial

Street Address

City State ZIP Phone Number

Other name(s) used

Email Address

Student Signature Social Security #

List dates of attendance: _____ FROM: _____ TO: _____
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Today's Date # of Copies to be sent

Please send my transcript to:
(Student is responsible for correct mailing address)

Please indicate college campus location:

- Savannah River College, Augusta Campus
- Kerr Business College, Augusta Campus
- Kerr Business College, Atlanta Campus
- Kerr Business College, LaGrange Campus

The Family Educational Rights and Privacy Act of 1974 forbids you to disclose any information about the student, which is contained in this document, to any other party, either outside your organization or outside the purpose for the disclosure without first obtaining the written consent of the student.

OFFICIAL TRANSCRIPTS OF CREDITS EARNED AT OTHER INSTITUTIONS ARE NOT AVAILABLE FOR DISTRIBUTION.