



Records Department
(608) 757-7717
Fax (608) 743-4407

ATTN: RECORDS/TRANSCRIPT REQUEST
BLACKHAWK TECHNICAL COLLEGE
6004 S COUNTY ROAD G
POST OFFICE BOX 5009
JANESVILLE, WI 53547-5009

\$4.00 CHARGE FOR EACH COPY - MAKE CHECK OUT TO "BTC"
\$6.00 CHARGE FOR SAME DAY REQUEST (Not available for requests received by mail)

NUMBER OF COPIES _____ ENCLOSED \$ _____

P L E A S E P R I N T

STUDENT INFORMATION:

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

NAME ON RECORDS _____ NAME NOW: _____

CURRENT STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

CURRENT TELEPHONE# (____) _____ DAY/WORK# (____) _____

STUDENT RECORD INFORMATION:

Currently Attending: YES _____ NO _____

Dates attended: From _____ to _____ Semester(s) & Year(s)

Program Major(s) or Course(s) of study: _____

My Records include: Credit Classes _____ Non-Credit _____ GED/HSED at BTC _____
YEAR

DATE OF GRADUATION (IF APPLICABLE): _____

PROCEDURES TO PROCESS TRANSCRIPT

Hold for pick-up: _____ Mail at end of semester: _____ Mail after degree confirmed: _____

Mail **Now** to address(s) indicated below:

STUDENT'S SIGNATURE: _____ **DATE:** _____

MasterCard Visa Amount _____ Credit Card Number _____
Include 3 digit code in Signature Block (on back) _____
Exp. Date _____ Signature _____

PLEASE NOTE: Transcript requests are printed Tuesday and Thursday of each week. There may be a short delay at the beginning and end of semesters.

Records are not released for a student owing fees or having any other outstanding obligations to Blackhawk Technical College. BTC does **NOT** forward student's high school and/or other college transcripts.

