

**BARTON COMMUNITY COLLEGE**  
**Academic Transcript Request**

Address inquires to:



Barton County Campus  
Office of Enrollment Services  
245 NE 30<sup>th</sup> Road  
Great Bend, KS 67530  
(620) 792-9252 or (800) 748-7594  
FAX: (620) 786-1175

Fort Riley Campus  
Building 211, Room 211  
Fort Riley, KS 66442  
(877) 620-6606  
FAX: (785) 784-7542

Date of Request: \_\_\_\_\_

- \_\_\_\_\_ No. of transcripts requested
- \_\_\_\_\_ Send Now; do not hold for semester grades
- \_\_\_\_\_ Hold for current semester grades
- \_\_\_\_\_ Hold for degree

Name: \_\_\_\_\_  
Last First MI Maiden/Other Names

Barton College ID/SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Transcripts are released ONLY by request signed by the student.**

\_\_\_\_\_  
Student Signature

**FEE for each Transcript: \$5.00 for Mail or FAX**

Requests will be withheld from any student with a financial hold on their account. The appropriate fee must accompany any request or the request will not be processed.

Send my academic transcript to the following address:

Issued to: \_\_\_\_\_

Attention: \_\_\_\_\_

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

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

**Transcripts will be issued within 48 hours upon receipt. Please allow at least two weeks at the end of the term or during peak enrollment.**

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**Transcripts will not be processed until payment is received**

**Payment Information:**

Payment Online - Pay online at [www.bartonccc.edu](http://www.bartonccc.edu) - Student Online Services - PAWS - Pay Online Option

Payment Enclosed - Check/Cash/Money Order

Or

*Credit Card Information:*

Card Type \_\_\_\_\_ Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Authorization code : \_\_\_\_\_

Name on card \_\_\_\_\_ Zip Code for Card Holder: \_\_\_\_\_