



OKEFENOCKEE TECHNICAL COLLEGE

WAYCROSS CAMPUS • 1701 CARSWELL AVE • WAYCROSS, GA 31503 • PHONE (912) 287-6584
ALMA CAMPUS • 426 WEST 12TH ST • ALMA, GA 31510 • PHONE (912) 632-0951

OFFICIAL TRANSCRIPT REQUEST FORM

There is a \$3 processing fee per official transcript.
Note: All financial obligations to OTC must be satisfied before a transcript can be released.

To obtain unofficial transcripts, students may log on to BannerWeb and print copies at no charge.

<http://bannerweb.okefenokeetech.edu>

Instructions for completing request

The form must be filled out completely and accurately.
The form must be signed. A transcript request cannot be processed without a legal signature.
After completing the form, please pay the processing fee and return form to Student Services.

Date _____

Last Name _____ First _____ Middle/
Maiden _____

Social Security Number/ID # _____ - _____ - _____

Street _____ City _____ State _____ Zip _____

Telephone (Home) _____ (Work/Cell) _____

- I will pick up my transcript. (OTC ID card or picture ID required to pick up transcript)
- I request Okefenokee Technical College send/fax a transcript to:

Name _____

Street _____ City _____ State _____ Zip _____

Fax _____

Please answer the following questions:

What was your name when you attended our institution? _____

What year(s) did you attend? _____

Family Educational Rights & Privacy Act of 1974, Public Law 93-380, Section 438, requires written consent of student before any information other than directory information can be released. By my signature on this form, I am requesting the Office of the Registrar to furnish the above information to the recipient listed.

Signature _____

For Office Use Only:

Number of copies _____

Amount Paid _____ Mailed _____

Receipt _____ Picked Up _____

Cashier _____ Faxed _____

Date _____