

TRANSCRIPTS

A transcript is an official copy of a student's permanent academic record. Official transcripts are available from the Washburn Tech Student Services Office. Each transcript costs \$8.00. A Transcript Request form must be completed and the fee must be paid in advance. A transcript request will not be processed for students who have financial or other obligations to Washburn Tech or the University. Because a transcript contains confidential information, it cannot be released to anyone without the written request from the student. Any individual acting on behalf of the student with regard to requesting a transcript must have written authorization from the student and will be required to show photo identification. Students who are pursuing their education at Washburn University do not need to request a transcript as the information is available through the Student Information System shared by both campuses.

You may conveniently request your Washburn Tech transcript online through the National Student Clearinghouse system from the University Registrar's Office home page at the following link: <https://www.washburn.edu/student-life/policies-forms/forms/transcript-request.html>.

The National Student Clearinghouse transcript secure ordering system directs you through placing your order, including the delivery options and fees. You may request that your transcript be a paper, official mailed version or an electronic, official pdf transcript to be transmitted. Order updates are sent to you via email and text messages. You can also track your transcript order online and pay for your transcript with a major credit or debit card. Transcripts may be requested in person upon showing some form of photo identification at Washburn Tech' Student Services Office. Any transcript mailed, or faxed to, or picked up by the student will be marked "Issued to Student."

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The Transcript Request form may be obtained by printing it after accessing the Washburn Tech website: <https://washburntech.edu/admissions/registrar.html>. The Transcript Request form may be returned to the Washburn Tech Student Services Office by email to tech-transcripts@washburn.edu, mail, fax, or in person.

Current students may view their academic records via the web through their my.washburn.edu (<http://my.washburn.edu>) account.