

REQUEST FOR TRANSCRIPT OF RECORD

A transcript is an official copy of the student's record showing units and grades from SFCM work.
The Conservatory cannot issue transcripts of work completed at any other schools.

Requested by: _____
 (please print) Name _____

 Street _____

 City State Zip Code _____

 Telephone Email _____

If ever registered under another name, list here _____

Have you graduated from SFCM? Yes _____ No _____
 Dates of attendance at SFCM _____ to _____
 Major instrument _____
 Is this your first transcript request? Yes _____ No _____

MAIL TO (please print):

(list additional addresses on back of form or on separate attached paper)

Total number of transcripts requested _____

Send immediately ____ Hold for current semester grades ____ Hold for confirmation of graduation. ____

I request and authorize the Conservatory to mail my transcript(s) as indicated above.

 Date of Request Signature _____

FEES:

The first copy ever ordered of your transcript is issued free. The charge for each additional copy is \$10.00. Make check or money order payable to The San Francisco Conservatory of Music and indicate "for transcripts" somewhere on the check. Please take this form to the Business Office where they will stamp it paid.

Paying by check/money order

Credit Card Payment:

Name as it is shown on card: _____
 Credit Card Number: _____ Exp. Date: _____

To expedite shipping:

 Please send my transcripts using FedEx. I understand that my credit card will be charged for the additional cost.

Date of desired delivery: _____