



Official Transcript Request

Send form to:

Registrar
Holy Family College
2406 S. Alverno Road
Manitowoc, WI 54220-9319

OR

Fax: 920-686-6322

OR

Scan and email to:
registrar@holyfamilycollege.edu

Photo of form will not be accepted

Request for transcripts

Number of transcripts: _____

Send now

Send after grades are listed

Questions? Call: 920-686-6231

Transcripts will not be released if you have an open account balance. Contact 920-686-6159 in order to pay your balance.

Name: _____ Former Name(s) _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Date of Birth or Student ID #: _____ Date of Attendance _____

***Student Signature: _____ Date: _____

Transcript will not be processed without signature. Electronic signature not accepted.

Send Transcripts To:

Institution or Organization: _____

Person/Department/Office: _____

Street: _____

City: _____ State: _____ Zip: _____

Additional recipients as needed: _____

Notes:

- Official Transcripts will not be issued for students with delinquent accounts.
- Official Transcript requests may be dropped off, mailed, faxed or emailed to the Office of the Registrar.
- We do not deliver transcripts digitally (fax or email). Paper only.
- Please allow at least two weeks for transcript processing and delivery.

For Office Use Only

Received: _____ Initial: _____

Processed: _____ Initial: _____

Updated 1-6-2020