



**CENTRAL ALABAMA COMMUNITY COLLEGE  
TRANSCRIPT RELEASE FORM**

Federal law requires that before transcripts or records are released by the college, the student must authorize in writing the release of such records. Please allow 2 business days to process

Transcripts with a student record hold will not be processed. You will be contacted by mail or phone to notify you of the hold.

Student Name: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Student ID Number/Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please select if one of the following was attended

Nunnolley State Technical College  Alexander City Junior College  Sylacauga School Nursing

This authorizes the release of my Central Alabama Community College Transcript to:

University/College or Business Name: \_\_\_\_\_

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

- \_\_\_ Unofficial Student Copy
- \_\_\_ Send Now
- \_\_\_ Send after grades for current term posted

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Return Form to: Central Alabama Community College  
ATTN: Records Manager  
34091 US Hwy 280  
Childersburg, AL 35044  
Fax: 256-378-2034  
Email: cacc\_transcripts@cacc.edu

For Office Use Only: Processed by _____ Date _____
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