

# Baptist Health College Little Rock

## Unofficial Transcript Request Instructions

(A request form is included below the instructions)

### Unofficial Transcript - Free

**Please send your completed request form by:**

- **MAIL** to BHCLR, Attn: Business Office, 11900 Colonel Glenn Road, Suite 1000, Little Rock, AR 72210

- **Email** to BusinessOffice@bhclr.edu

- **Fax** to: BHCLR Business Office at (501) 202-6070

- **In Person** to the Business Office: hours are 7:30am to 4:00pm, Monday – Friday

Please NOTE:

You must sign the request. Failure to sign the request will delay processing.

Please allow **3-5 business days** for processing your transcript request or longer if transcript is being mailed.

A valid photo ID must be presented by anyone picking up a BHCLR transcript.

If you should need further assistance or have any questions, please contact the Business Office at (501) 202-6055.

# Baptist Health College Little Rock

11900 Colonel Glenn, Little Rock, AR 72210  
(501) 202-6200, Fax: (501) 202-6070

## UNOFFICIAL TRANSCRIPT REQUEST FORM

I. Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Name While in Attendance (if different): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Other Phone: \_\_\_\_\_

List Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Program(s) in which you were enrolled: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ When? \_\_\_\_\_

II. When to Send Transcript: \_\_\_\_\_ Now \_\_\_\_\_ After Grades are Posted

### III. How to Send Transcript:

\_\_\_\_\_ Send by email to: \_\_\_\_\_

\_\_\_\_\_ Student Pickup - valid photo ID required

\_\_\_\_\_ Allow \_\_\_\_\_ to pick up my transcript(s) – valid photo ID required

\_\_\_\_\_ Mail transcript to:

\_\_\_\_\_ Fax transcript to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Fax Number

#### Please note:

- Transcripts are not released to students who are not in good financial standing with BHCLR.
- Transcripts will be processed within five (5) business days, except during registration and grading.
- Same day transcript service is **not** available at this time.
- Many institutions may not consider faxed transcripts official. Please check with the recipient(s).
- In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts will not be released to a third party without the student's written permission.

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

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#### For Office Use Only

Verified with BHMC \_\_\_\_\_

Date Issued \_\_\_\_\_

Approved by BO: \_\_\_\_\_

Issued By \_\_\_\_\_