



# West Valley College

## Transcript Order Form

Transcripts can be ordered by **Fax, Mail** or **in-person** at the WVC Admissions & Records Office.  
*Sorry, no phone orders.*

Transcripts include all courses taken at West Valley & Mission Colleges.

The order form must be **SIGNED** to process your request.

Identification is required at the time of pick-up.

If anyone other than the student will be picking up the transcript, written permission is required from the student (signed and dated).

A rush order guarantees the transcript will be **processed and mailed** (during business hours) in the time requested. **NOTE:**

