

Overnight Transcript Request Form

Overnight Process - Please contact the Registrar's Office at 316-322-3123 (Wichita 733-3123) for specific details.
Total Fee \$20.00 + Fed-Ex Charges (amount varies, please check with Fed-Ex to be sure of the specific charges)
If request is not received by **11:00 a.m.** the transcript will not be sent out until the next business day.

Butler ID or (Social Security Number) _____ Date _____

Full Name _____ D.O.B. _____

Maiden/Other Names _____ Phone Number: _____

Present Address _____ City _____ State _____ Zip _____

Is this address to be used as your permanent address for Butler records? Yes _____ No _____

Attended prior to 1989? Yes _____ No _____ Year Attended _____ Are you currently attending? Yes _____ No _____

Hand Carried Copies and Faxed Copies of Transcripts are **NOT** always considered as official by the receiving institution. It is the student's responsibility to check with the school in order to be sure the transcript will be accepted as official.

TRANSCRIPT MAILING INFORMATION:

*****Fed-Ex will not deliver to a PO Box, you MUST provide a street address*****

Name of School or Business

Name of Person or Department

Street

City, ST and ZIP

Phone Number of School or Business

A phone number is REQUIRED for all Fed-Ex Packages.

Credit card information or a Fed-Ex account number is REQUIRED for all overnight transcripts. This number is provided so Fed-Ex can bill the credit card directly or the Fed-Ex account number.

Type of card _____ Card Number _____ - _____ - _____ Exp _____

*****WE DO NOT ACCEPT AMERICAN EXPRESS. SORRY FOR ANY INCONVENIENCE*****

Security Code (the three digit number on the back of the card): _____

\$20.00 FEE PER TRANSCRIPT OVERNIGHTED PLUS FED-EX CHARGES.
Transcript will not be sent until fee is paid.

Student's Signature _____

**If you choose to fax your transcript request you will need to include a credit card or a debit card number on your fax, as we must receive the request and payment at the same time.

Mailing Address:

Butler Community College
Registrar's Office
901 S. Haverhill Rd
El Dorado, KS 67042

BCC Phone Number
316-322-3123
316-733-3123 (Wichita area)

BCC Fax Number
316-323-6891 or
316-218-6891 (Wichita area)