



PPL Transcript Request Form

This form is for Personal and Professional Learning (formerly Continuing Education) transcripts ONLY. This form will not be accepted for traditional college credit transcript requests.

PLEASE VERIFY THAT YOU GRADES HAVE POSTED TO YOUR PPL TRANSCRIPT IN OCELOT ACCESS BEFORE SUBMITTING THIS REQUEST.

Student Information

Name _____ Student ID# _____

Date of Birth _____ Telephone # _____

Address _____ City _____ State _____ Zip Code _____

Email Address _____

Transcript Delivery Options

Pick Up – Please fax or email this form and allow 24 hours for processing

Mail transcript to address listed above

Mail transcript to _____

Transcripts will not be issued for any student whose financial obligation to Schoolcraft College has not been met. In requesting transcripts I understand that Schoolcraft College does not forward transcripts from high schools or from other colleges/universities I may have attended. Schoolcraft College has a strict policy that does not allow for the faxing of transcripts. Please allow 3-5 business days for processing.

As per the Family Educational Rights and Privacy Act (FERPA) of 1974, a student signature is required for release of transcripts.

Student Signature _____ Date _____

For Office Use Only

Date Processed _____ Processed By _____