



# BOISE STATE UNIVERSITY

## Boise State University K-12 Teacher Professional Development Transcript Request Form

**Mail/deliver to:** Boise State University Registrar's Office, 1910 University Dr., Admin. Bldg. Rm. 110, Boise, ID 83725-1365  
**Email:** transcripts@boisestate.edu | **FAX:** (208) 426-3169 | **Phone:** (208) 426-4249; **Toll Free:** 800-824-7017

**Please note: One official transcript per term** is provided at no charge and you may send it to anyone as needed. Fees apply for additional transcripts. You may print off an unofficial transcript at no charge via myBoiseState. Boise State does not mail or fax unofficial transcripts.

### Student Information

First Name	Middle Name	Last Name
Former Name(s) Used		
Boise State Student ID Number (if known)	Social Security Number	Date of Birth
Daytime Phone Number	E-mail Address	
Street Address or P.O. Box	Apartment Number	
City	State	Zip Code

#### Transcript Ordering and Processing

**First OFFICIAL transcript: No Fee  
(normal processing)**

Normal processing time is three (3) business days after receipt of request. Allow five (5) business days if ordering at the end of a semester.

#### For Additional Transcripts

If additional transcripts are needed, please visit the Boise State Registrar's transcripts web page at registrar.boisestate.edu/transcripts.

#### Transcript Delivery Information and Options

Hold this request for posting of current semester grades?  Yes  No

NOTE: Checking "Yes" will hold your transcript from being sent until the end of the term (useful if taking multiple courses during the term, or submitting the request prior to your grade notification email).

##### MAILING OPTION

Attention: \_\_\_\_\_

Mail To: \_\_\_\_\_

Address/P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_

##### FAXING OPTION

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

**PICK-UP OPTION** - Please hold my transcript at the Boise State Registrar's Office for me to pick up.

**Student Signature Required for Release of Transcript**

**Date of Request**

#### Registrar's Office Only

Service Indicator Clear:  Yes  No      Date Received: \_\_\_\_\_       Entered in TRTS      Initials \_\_\_\_\_