



**TRANSCRIPT AND/OR RANK REQUEST FORM**

Transcripts are normally mailed within five working days of the request date. However, at the end of each semester, during grading periods, additional processing time may be required. There is no charge for any information requested via this form.

Complete information listed below to insure efficient processing of your request.

**PRINT LEGIBLY!**

DATE \_\_\_\_\_ DATE MAILED \_\_\_\_\_  
(For office use only!)

NAME \_\_\_\_\_  
First Middle Last

WFU ID NUMBER \_\_\_\_\_

I request the following information:

\_\_\_\_\_ Unofficial Transcript OR \_\_\_\_\_ Official Transcript  
(Please note that an Unofficial Transcript is the preferred format for initial employment purposes.  
We will provide you with one copy from which you may make photocopies.)

**RANKS NOT AVAILABLE ON TRANSCRIPTS PRIOR TO CLASS OF 2000!**

\_\_\_\_\_ Cumulative Rank Information IF GRADUATE, Grad Rank \_\_\_\_\_

**CLASS OF 2002 AND BEYOND:** Individual ranks are calculated for those in the top 50% of the class ONLY. A percentile rank (in 5% increments) is assigned to all others.

If currently enrolled, class \_\_\_\_\_ OR Year last attended \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Special Instructions: Hold for current semester grades \_\_\_\_\_ Hold until degree posted \_\_\_\_\_

Hold for grade change in: \_\_\_\_\_

Other: \_\_\_\_\_

MAIL TO: \_\_\_\_\_

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

If transcripts are to be sent to more than one address, use additional form(s).

SIGNATURE \_\_\_\_\_

This transcript request evidences release by the student of education record information to the above addressee.  
Federal Law, 93-380 prohibits release to other parties without the student's written consent.

You may scan and e-mail this form to: [cecilar@wfu.edu](mailto:cecilar@wfu.edu).

Mailing Address: Office of the Registrar, Wake Forest University School of Law, PO Box 7206, Winston Salem, NC 27109