



SPECIAL REQUEST FOR OFFICIAL TRANSCRIPTS

This form is restricted to use by USC's Office of Institutional Research, Assessment, and Analytics (OIRAA) in conjunction with the creation of the SACSCOC faculty roster. Only currently employed instructors who are also graduates of the University of South Carolina may request transcripts using this form. **All** transcripts requested with this form will be sent directly to OIRAA.

Requestor Information

Current Full Name

Former Name(s) (if applicable)

USC ID

Date of Birth

Cell or Daytime Phone

Department (Ex: Anthropology)

College/School (Ex: Arts and Sciences)

Delivery Information

Recipient Name: Office of Institutional Research, Assessment, and Analytics

Recipient Address: 1710 College Street Columbia, SC 29208

Signature and Date

Signature of Requestor – **REQUIRED** for release of records. A typed name will **NOT** be accepted. This form must be printed, signed by hand, and then scanned to be emailed or placed in inter-office mail.

Date