COLLEGE of the DESERT

Request for Records
Adult Basic Education

☐ GED Results   ☐ High School Transcript   ☐ Enrollment Verification

College of the Desert, 43500 Monterey Ave Palm Desert, CA 92260
Phone (760) 776-7348   Fax (760) 773-2505
Email: abepd@collegeofthedesert.edu

STUDENT INFORMATION

NAME:_____   SSN:_____
     LAST   FIRST   MI

OTHER NAMES USED:_____   BIRTH DATE:_____

ADDRESS:_____   TELEPHONE:_____

_____   EMAIL:_____

DELIVERY METHOD

☐ Email to: _____

FORM INSTRUCTIONS

1. Fill out student information and delivery method sections completely.
2. Sign and date form at the bottom of the page.
3. Email completed form to abepd@collegeofthedesert.edu

STUDENT NOTIFICATION

1. Student is responsible for providing correct addresses.
2. Transcripts include only courses taken at College of the Desert (Copper Mountain courses completed through May 2001).
3. Allow 21 business days for processing. Allow 4 weeks for final grades and 6 weeks for degrees to be posted.
4. You will receive an email when your transcripts have been processed.

Student Signature_____   Date_____