



Dallas County  
Community College District  
**Transcript Request Form**

Mail or fax this form AND a copy of your driver's license to the admissions/registrar office of the DCCCD college you last attended. Please do not send this request to more than one school as all of your DCCCD coursework will appear on the DCCCD transcript that you are requesting.

**Note: Students with blocks on their account will not receive a transcript until all blocks are cleared – See the next page for admission/registrar office contact information.**

Name:	_____	Former Name:	_____
Date of Birth:	_____	Student ID:	_____
Address:	_____	City/State/Zip:	_____
Phone Number:	_____	Email Address:	_____

**Transcripts are *mailed* to the address you provide below.**

WHEN should we mail the transcript? (check one)

- Send now     Hold for semester grades     Hold for degree posting

**Note: There is a limit of 5 transcripts per address.**

# of copies \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Need separately sealed transcripts

Mail all transcripts together

# of copies \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Need separately sealed transcripts

Mail all transcripts together

# of copies \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Need separately sealed transcripts

Mail all transcripts together

Your official transcript(s) should be sent within 2 business days. (Additional processing time may be required during final semester grade processing at the end of each semester or because of unforeseen system problems.) If you need to follow-up on your request, contact information can be found on the next page.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Dallas County  
Community College District  
Admissions Offices Addresses**

**Brookhaven College**

Attn: Admissions Office  
3939 Valley View Lane  
Farmers Branch, TX 75244-4997

phone: 972-860-4883  
fax: 972-860-4886  
transcript-bhc@dcccd.edu

office hours:  
Mon. - Thu. 8 a.m. - 7 p.m.  
Fri. 8 a.m. - 4:30 p.m.

**Cedar Valley College**

Attn: Admissions Office  
3030 N. Dallas Ave.  
Lancaster, TX 75134-3799

phone: 972-860-8201  
fax: 972-860-8001  
transcript-cvc@dcccd.edu

office hours:  
Mon. - Thu. 8 a.m. - 7 p.m.  
Fri. 8 a.m. - 5 p.m.

**Eastfield College**

Attn: Admissions Office  
3737 Motley Drive  
Mesquite, TX 75150-2099

phone: 972-860-7167  
fax: 972-860-7287  
transcript-efc@dcccd.edu

office hours:  
Mon. - Thu. 8 a.m. - 7 p.m.  
Fri. 9 a.m. - 5 p.m.

**El Centro College**

Attn: Admissions Office  
801 Main St.  
Dallas, TX 75202-3604

phone: 214-860-2311  
fax: 214-860-2233  
transcript-ecc@dcccd.edu

office hours:  
Mon.- Thu. 8 a.m. - 7 p.m.  
Fri. 8 a.m. - 4 p.m.

**Mountain View College**

Attn: Admissions Office  
4849 W. Illinois Ave.  
Dallas, TX 75211-6599

phone: 214-860-8600  
fax: 972-698-3074  
transcript-mvc@dcccd.edu

office hours:  
Mon. and Thu. 8 a.m. - 7 p.m.  
Tue., Wed., and Fri. 8 a.m. - 5 p.m.

**North Lake College**

Attn: Admissions Office  
5001 N. MacArthur Blvd. Irving, TX 75038-3899

phone: 972-273-3183  
fax: 972-273-3112  
transcript-nlc@dcccd.edu

office hours:  
Mon. - Thu. 8:30 a.m. - 7 p.m.  
Fri. 9 a.m. - 4:30 p.m.

**Richland College**

Attn: Admissions Office  
12800 Abrams Road  
Dallas, TX 75243-2199

phone: 972-238-6948  
fax: 972-238-6229  
transcript-rlc@dcccd.edu

office hours:  
Mon.- Thu. 8 a.m. - 7 p.m.  
Fri. 8 a.m. - 5 p.m.