



MADISON COLLEGE

Pre-1986 Unofficial Transcript Request

INSTRUCTIONS - Current and/or former students who attended prior to 1986 can submit this form to request an unofficial Madison College transcript. All financial obligations to Madison College must be satisfied before transcripts of any kind can be released. All fields with an asterisk (*) are required.

Previous requestors and students with no attendance prior to 1986 must obtain unofficial transcripts online using the [myMadisonCollege](#) Student Center.

STEP 1: Personal Information

Student ID _____ Date of Birth* _____

Name: First* _____ Middle Initial* _____ Last* _____

Former Name (if applicable) _____

Mailing Address* _____ Apartment _____ P.O. Box _____

City* _____ State* _____ Zip Code* _____ Telephone _____

Update Madison College record to reflect this address.

Dates of Attendance (approximate years) - From*: _____ To*: _____

STEP 2: Pick-up/Delivery Information

Please select how would you like to receive your unofficial transcript*: Mail to address above

Pick up (see section below)

Pick-Up Information:

- Pick up at Truax Campus Enrollment Center, Room A1000.
- A photo ID is required of the person picking up the transcript. If the student is not picking up the transcript, a written release signed and dated by the current/former student authorizing the named person is required at time of pick-up.

Pick-Up Transcripts are held for 14 days, after which they will be destroyed and you will need to re-order.

STEP 3: Authorization & Signature

By signing, I authorize the release of my unofficial transcript and certify that I attended Madison Area Technical College prior to 1986. I understand that all financial obligations to the college must be satisfied before my unofficial transcript can be released, and that I currently have no outstanding financial obligations to the college.

Signature* _____ Date* _____

STEP 4: Submission of Request

Sign and submit completed form to the Enrollment Center, Room D117- Downtown or Room A1000 - Truax, or any regional or metro campus off, or submit by mail to the Truax Enrollment Center, Madison College, 1701 Wright St, Madison, WI 53704.

Please allow 3 business days for processing of Pre-1986 Unofficial Transcript Requests; requests are processed in the order received. Expedited pick-up or delivery options are not available for unofficial transcripts. For expedited services, an [Official Transcript](#) may be requested; processing fees apply.

After fulfillment of initial unofficial transcript request, all future unofficial transcripts must be obtained online using the [myMadisonCollege](#) Student Center.

Questions? For assistance with this form, search FAQs or submit a question on [askMadisonCollege](#), phone (608) 246-6210 or visit the Enrollment Center in person at Room A1000, Truax.

Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.

Downtown Enrollment Center Use Only:

Staff Name _____ Staff Title _____ Date Processed _____