

**College Report Request for the Common Application
Transfer Report Request for the Coalition Application**

Pursuant to the provisions of The Family Education Rights and Privacy Act of 1974 (FERPA) California Education Code Section 76200 et seq., Glendale Community College Admissions and Records Department is hereby authorized to release information from my educational records.

Instructions:

Step 1: Fill out this form with accurate contact information for all colleges and programs that require you to submit the College or Transfer Report.

Step 2: If applying through the Common Application, fill out the Student Section (top portion) of the [College Report](#), making sure to sign and date it. If applying through the Coalition Application, fill out the Applicant Section (top portion) of the [Transfer Report](#).

Step 3: Email this form along with either the College Report or the Transfer Report to the Dean of Student Affairs, Tzoler Oukayan, at toukayan@glendale.edu.

GCC will send the completed report(s) on your behalf. Please allow 3-5 business days for processing.

Last Name: _____ First Name: _____ M.I. _____

GCC Student ID: _____ GCC Email: _____ Date of Birth: _____

Address: _____ Phone Number: _____
 Street Name Apt # City State Zip Code

Student Signature: _____ Date: _____

Total Number of Reports Requested:

If requesting more than one College or Transfer Report, please see page 2 of this form to provide information for the additional colleges.

REQUEST #1
SEND TO (college name): _____
ATTENTION TO: _____
EMAIL ADDRESS (must be an official college email address, no personal email): _____
MAILING ADDRESS: _____ _____

REQUEST #2

SEND TO (college name): _____

ATTENTION TO: _____

EMAIL ADDRESS (must be an official college email address, no personal email):

MAILING ADDRESS:

REQUEST #3

SEND TO (college name): _____

ATTENTION TO: _____

EMAIL ADDRESS (must be an official college email address, no personal email):

MAILING ADDRESS:

REQUEST #4

SEND TO (college name): _____

ATTENTION TO: _____

EMAIL ADDRESS (must be an official college email address, no personal email):

MAILING ADDRESS:
