



How to Request an Official Transcript

There are two options when requesting transcripts:

A) If you know your student ID (S number) and 6-digit PIN you may sign into your student account online. Follow the steps below.

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|---|--|----------------|---------|----------------|--------------|--------------|--------------|
| <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;"> Academics Get Started Student Services Continuing Education Libraries Foundation About Us </div> <div style="background-color: #333; color: white; padding: 5px;"> <p style="margin: 0;">LOG IN</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;"> Student Account </div> <p style="margin: 0;">Registration</p> <p style="margin: 0;">Payment</p> <p style="margin: 0;">Transcripts/Grades</p> <p style="margin: 0;">Blackboard/WebCT</p> <p style="margin: 0;">Student E-mail</p> </div> | <ol style="list-style-type: none"> 1) Go to www.frontrange.edu 2) Go to "Student Account" 3) Enter you Student ID "S" number in the User ID field ("S" must be in upper case) Enter your PIN (6 digits) 4) Click on "Student Menu" 5) Click on "Student Records Menu" 6) Click on "Official Transcript Request" <p>If you have difficulty accessing your account, please contact Admissions and Records:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">Westminster</td> <td style="text-align: center; width: 33%;">Larimer</td> <td style="text-align: center; width: 33%;">Boulder County</td> </tr> <tr> <td style="text-align: center;">303-404-5414</td> <td style="text-align: center;">970-204-8107</td> <td style="text-align: center;">303-678-3635</td> </tr> </table> | Westminster | Larimer | Boulder County | 303-404-5414 | 970-204-8107 | 303-678-3635 |
| Westminster | Larimer | Boulder County | | | | | |
| 303-404-5414 | 970-204-8107 | 303-678-3635 | | | | | |

B) If you attended before 1996 you will need to fill out the [paper request form](#).

You can **fax** in your request to the Admissions and Records office at:

Westminster Campus FAX:
303-404-5150

Larimer Campus FAX:
970-204-8365

Boulder County Campus FAX:
303-678-3637

You can **mail** in your request to:

Westminster Campus:

Front Range Community College
Admissions and Records
3645 West 112th Avenue
Westminster, CO 80031

Larimer Campus:

Front Range Community College
Admissions and Records
4616 S. Shields
Fort Collins, CO 80526

Boulder County Campus:

Front Range Community College
Admissions and Records
2190 Miller Drive
Longmont, CO 80501

Or you can **drop off your request** form at the Admissions and Records office.

Processing Time:

- Allow 2-3 business days for processing
- For Larimer County Voc-Tech records (previous to 1988), please allow 4 weeks for processing.